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Brown, Walter F.

Postal information

Washington, D.C.

1930

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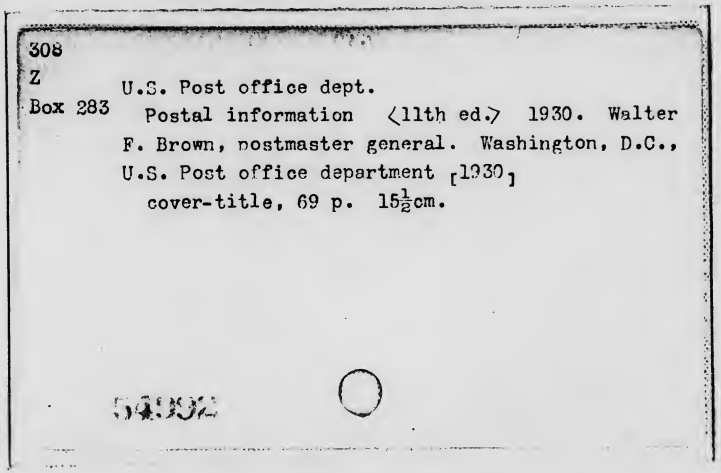

308
Z
Box 283

U.S. Post office dept.
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Postal Information

{Eleventh Edition}

308
Z
Box 283

1930

WALTER F. BROWN
Postmaster General

United States Post Office Department
Washington, D. C.

Notice to the Public

Letters without street address or box number are subject to delay.

Firms' letterheads should bear their street address, as well as post office and State.

To assure your mail being returned to you instead of being sent to the Dead Letter Office if undeliverable, place your return address on everything you deposit in the mails.

Use typewriter or ink, never pencil, in addressing envelopes.

Use standard size envelopes of white or light tints only, preferably not larger than 4×9 inches.

See "ADDRESSING MAIL," p. 22

Model Forms of Address

AFTER 5 DAYS RETURN TO
JOHN C. SMITH,
145 STATE ST.,
WILKESVILLE, N. Y.

STAMP

MR. FRANK B. JONES,
RURAL ROUTE NO. 3, BOX 45,
OSWEGO,
OHIO.

AFTER 5 DAYS RETURN TO
JOHN C. SMITH,
RURAL ROUTE NO. 1, BOX 74
WILKESVILLE, N. Y.

STAMP

SMITH, DOE, JONES & CO.,
24789 ALASKA AVE.,
CHICAGO,
ILLINOIS.

DOMESTIC MAIL MATTER

CLASSIFICATION AND RATES OF POSTAGE

DOMESTIC MAIL MATTER includes mail addressed for local delivery, or for transmission from one place to another within the United States, or to or from or between the possessions of the United States, and to that for transmission to or from the United States or its possessions and officers or members of crews of the United States naval vessels, and to other places where the United States mail service is in operation, and is divided into four classes: First, second, third, fourth (parcel post).

PREPAYMENT OF POSTAGE on domestic matter at time of mailing, by stamps affixed, is required, except on business reply cards and letters in business reply envelopes. By special permission, however, postage may be paid in money on first-class matter and on identical pieces of matter of the second, third, and fourth classes mailed in not less than the minimum quantities prescribed.

When stamps are so affixed to mail that one overlaps another, concealing part of its surface, the stamp thus covered is not taken into account in prepayment.

Postmasters are not required to affix stamps to mail.

BUSINESS REPLY CARDS AND LETTERS IN BUSINESS REPLY ENVELOPES conforming to the prescribed conditions may be mailed without prepayment of postage, the regular postage plus 1 cent additional on each to be collected on delivery of the cards and letters.

COLLECTION OF POSTAGE DUE AT OFFICE OF ADDRESS.—When a piece of mail reaches the office of address without postage having been fully prepaid, the required amount of postage due will be collected of the addressee on delivery.

Postmasters can not lawfully accept postage stamps in payment of postage remaining due on mail matter. The amount due must be paid in cash.

TWO CLASSES OF MATTER IN ONE PARCEL.—Matter of a higher class inclosed with matter of a lower class subjects the whole to the higher rate. Persons knowingly concealing or inclosing matter of a higher class in that of a lower class, for the purpose of evading payment of the proper postage, are liable to a fine of not more than $100.

LETTERS ACCOMPANYING PARCELS.—Communications in properly addressed envelopes prepaid at the letter rate

INTENTIONAL SECOND EXPOSURE

Notice to the Public

Letters without street address or box number are subject to delay.

Firms' letterheads should bear their street address, as well as post office and State.

To assure your mail being returned to you instead of being sent to the Dead Letter Office if undeliverable, place your return address on everything you deposit in the mails.

Use typewriter or ink, never pencil, in addressing envelopes.

Use standard size envelopes of white or light tints only, preferably not larger than 4 × 9 inches.

See "ADDRESSING MAIL," p. 22

Model Forms of Address

AFTER 5 DAYS RETURN TO
JOHN C. SMITH,
145 STATE ST.,
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STAMP

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RURAL ROUTE NO. 3, BOX 45,
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AFTER 5 DAYS RETURN TO
JOHN C. SMITH,
RURAL ROUTE NO. 1, BOX 74
WILKESVILLE, N. Y.

STAMP

SMITH, DOE, JONES & CO.,
24789 ALASKA AVE.,
CHICAGO,
ILLINOIS.

Mayflower

DOMESTIC MAIL MATTER

CLASSIFICATION AND RATES OF POSTAGE

DOMESTIC MAIL MATTER includes mail addressed for local delivery, or for transmission from one place to another within the United States, or to or from or between the possessions of the United States, and to that for transmission to or from the United States or its possessions and officers or members of crews of the United States naval vessels, and to other places where the United States mail service is in operation, and is divided into four classes: First, second, third, fourth (parcel post).

PREPAYMENT OF POSTAGE on domestic matter at time of mailing, by stamps affixed, is required, except on business reply cards and letters in business reply envelopes. By special permission, however, postage may be paid in money on first-class matter and on identical pieces of matter of the second, third, and fourth classes mailed in not less than the minimum quantities prescribed.

When stamps are so affixed to mail that one overlaps another, concealing part of its surface, the stamp thus covered is not taken into account in prepayment.

Postmasters are not required to affix stamps to mail.

BUSINESS REPLY CARDS AND LETTERS IN BUSINESS REPLY ENVELOPES conforming to the prescribed conditions may be mailed without prepayment of postage, the regular postage plus 1 cent additional on each to be collected on delivery of the cards and letters.

COLLECTION OF POSTAGE DUE AT OFFICE OF ADDRESS.—When a piece of mail reaches the office of address without postage having been fully prepaid, the required amount of postage due will be collected of the addressee on delivery.

Postmasters can not lawfully accept postage stamps in payment of postage remaining due on mail matter. The amount due must be paid in cash.

TWO CLASSES OF MATTER IN ONE PARCEL.—Matter of a higher class inclosed with matter of a lower class subjects the whole to the higher rate. Persons knowingly concealing or inclosing matter of a higher class in that of a lower class, for the purpose of evading payment of the proper postage, are liable to a fine of not more than $100.

LETTERS ACCOMPANYING PARCELS.—Communications in properly addressed envelopes prepaid at the letter rate

may be attached to the outside of and mailed with parcels of third or fourth class matter prepaid at the rate for such matter or that of the second class prepaid at the rate of 1 cent for each 2 ounces, regardless of weight or distance. Combination envelopes or containers having separate portions for a letter and matter of a lower class may be used for mailing together two classes of matter. Packages or parcels with which communications are mailed in this manner are treated as second, third, or fourth class matter, as the case may be, and only one special-delivery fee is required to procure special-delivery service therefor.

FIRST-CLASS MATTER

includes hand or typewritten matter and carbon and letterpress copies thereof, namely: Letters, postal cards, post cards (private mailing cards), and all matter wholly or partly in writing, whether sealed or unsealed (except manuscript copy accompanying proof sheets or corrected proof sheets of the same and the writing authorized by law on matter of other classes); also matter sealed or otherwise closed against inspection.

RATES OF POSTAGE.—Letters and other first-class matter, 2 cents for each ounce or fraction thereof. Post cards and postal cards, 1 cent each.

"DROP LETTERS."—Two cents an ounce or fraction thereof when mailed at letter-carrier post offices, including offices where village delivery service by carrier has been established, or at offices which are not letter-carrier offices if rural delivery has been established and the persons addressed are served by rural carrier; and 1 cent for each ounce or fraction thereof when mailed at offices where letter-carrier service is not established, or at offices where the patrons are not served by rural carriers. There is no drop rate on mail matter of any class. When any persons or concerns of any city or place send their letters in bulk for mailing for local delivery at a post office in another place where the 1-cent drop-letter rate is applicable, such letters are not drop letters and are not entitled to the 1-cent drop-letter rate, but are subject to postage at the rate of 2 cents an ounce or fraction thereof.

Letters mailed at a post office for delivery to patrons thereof by star-route carrier and those deposited in boxes along a star or rural route are subject to postage at the rate of 2 cents an ounce or fraction thereof.

THE LIMIT OF WEIGHT of first-class matter is the same as for fourth-class matter. (See p. 11.)

AIR MAIL

AIR MAIL SERVICE, operated under contract between the Post Office Department and air transportation companies, is available to provide expeditious transmission of mail. Practically all of the larger cities of the United States are located directly on air mail routes, and all other points

are served to and from these routes by other means of postal transportation.

THE RATE OF POSTAGE ON AIR MAIL is 5 cents for the first ounce and 10 cents for each additional ounce or fraction of an ounce, regardless of distance, except when sent to Porto Rico, Virgin Islands of the United States, or the Canal Zone. The rate between Porto Rico or the Virgin Islands of the United States and the United States is 10 cents for each half ounce or fraction of a half ounce and between the United States, Porto Rico, or the Virgin Islands of the United States and the Canal Zone it is 20 cents for each half ounce or fraction of a half ounce. Such postage includes the transportation to and from the air mail routes.

Any mailable matter, except that liable to damage from freezing, may be sent by air mail at the above rates of postage, including sealed parcels not exceeding 50 pounds in weight and not exceeding 84 inches in length and girth combined. The prohibition against the acceptance of articles liable to damage from freezing does not include cut flowers.

Special air mail stamps are issued for the payment of postage on air mail, but ordinary stamps may be used. Such postage should be fully prepaid in order to expedite the handling of the matter, but if it bears at least 5 cents postage when addressed to the continental United States or 10 cents or 20 cents when addressed to Porto Rico or the Virgin Islands of the United States and the Canal Zone, respectively, it may be rated with the deficiency and dispatched, the amount due to be collected on delivery of the matter. The use of air mail stamps on other than air mail is not permissible.

Air mail should be conspicuously indorsed in the space immediately below the stamps, above the address, "Via Air Mail." Special envelopes bearing 5-cent embossed stamps for air mail are on sale at all post offices. The public may also use for air mail letters envelopes of a distinctive design which has been approved by the department, information concerning which may be obtained at any post office.

POST CARDS (PRIVATE MAILING CARDS)

POST CARDS manufactured by private persons, consisting of an unfolded piece of cardboard in quality and weight substantially like the Government postal card, not exceeding in size 3½ by 5½ inches, nor less than 2¾ by 4 inches, bearing either written or printed messages, are transmissible without cover to all places to which the domestic rates apply at the postage rate of 1 cent each. (See p. 1.)

ADVERTISEMENTS AND ILLUSTRATIONS may appear on the back of the card and on the left half of the face.

CARDS WHICH DO NOT CONFORM to the foregoing conditions are chargeable with postage at the letter rate if wholly or partly in writing, or at the third-class rate if entirely in print and not bearing the words "Post Card."

CARDS MAILED UNDER COVER of sealed envelopes (transparent or otherwise) are chargeable with postage at the first-class rate; if inclosed in unsealed envelopes they

are subject to postage at the first-class rate if wholly or partly in writing, or the third class if entirely in print—the postage to be placed on the envelope. Stamps affixed to matter inclosed in envelopes are not recognized in payment of postage thereon.

DOUBLE OR REPLY POST CARDS, each portion of which conforms in size, quality, etc., to the conditions applicable to single post cards, are subject to 1 cent postage, to be prepaid on the initial portion. The reply half, when detached and mailed, is also subject to 1 cent postage. The postage on the reply half need not be affixed thereto until it is detached from the initial half and mailed for return.

FOLDED ADVERTISING CARDS and other matter entirely in print, arranged with a detachable part for use as a post card, are mailable as third-class matter.

POSTAL CARDS

POSTAL CARDS are furnished at the postage value represented by the stamp impressed thereon; single postal cards at 1 cent each, and reply (double) postal cards at 2 cents each.

ADDITIONS.—Government postal cards may bear written, printed, or other additions as follows:

Addresses on postal cards may be either written, printed, or affixed thereto.

Advertisements, illustrations, or writing may appear on the back of the card and on the left third of the face.

The face of the card may be divided by a vertical line placed approximately one-third of the distance from the left end of the card; the space to the left of the line to be used for the message, but the space to the right for the address only.

UNAUTHORIZED ADDITIONS to a postal card will subject it, when mailed, to postage at the letter rate, if wholly or partly in writing, or at the rate for the added matter if it bears no writing.

SHEETS OF POSTAL CARDS are furnished for printing purposes, but to be good for postage the cards must be cut to regulation size. For size of sheets see Official Postal Guide at any post office.

REDEMPTION.—Uncanceled, unserviceable, and spoiled postal cards not treated by bronzing, enameling, or other process of coating, may be redeemed in postage stamps or other stamped paper only at 75 per cent of their face value when presented by the original purchaser, but parts or pieces of cards will not be redeemed.

REPLY POSTAL CARDS.—Either half of a domestic reply postal card may be used separately. Such postal cards should be folded before mailing, and the initial half should be detached when the reply half is mailed for return.

SECOND-CLASS MATTER

includes newspapers and periodicals bearing notice of entry as second-class matter. No limit of weight is prescribed.

RATE OF POSTAGE.—Newspaper and periodical publications of the second class, when sent unsealed by others than the publisher or a news agent, 1 cent for each 2 ounces or fraction thereof, regardless of weight or distance.

ADDITIONS TO SECOND-CLASS MATTER.—On the wrapper or the matter itself there may be written or printed (1) the name and address of the sender, preceded by the word "from"; (2) the name and address of the person to whom sent; (3) the words "sample copy," or "marked copy," or both, as the case may be.

On the matter itself the sender may place all that is permitted on the wrapper; correct typographical errors in the text; designate by marks, not by words, a word or passage in the text to which it is desired to call attention.

Other writing will subject the package to the first-class rate.

Communications may be attached to second-class matter under the conditions set forth on page 1.

PERIODICAL PUBLICATIONS NOT DESIRED may be refused and not removed from the post office, or they may be returned to the postmaster indorsed "Refused." The Post Office Department does not determine questions regarding the liability of a subscriber for the subscription price of a publication.

A subscriber to a publication should promptly notify the publisher of any change in his address.

THIRD-CLASS MATTER

embraces circulars, books (including catalogues) having 24 pages or more, including the covers, and other printed matter not having the nature of an actual personal correspondence (except newspapers and periodicals admitted to the second class), proof sheets, corrected proof sheets, manuscript copy when accompanying proof sheets, matter in point print or raised characters used by the blind, merchandise, farm and factory products, seeds, bulbs, cuttings, roots, scions, and plants, and all other mailable matter not embraced in the first and second classes, when sent in packages weighing up to and including 8 ounces. The same matter when sent in parcels exceeding 8 ounces in weight is embraced in fourth-class or parcel-post mail.

CIRCULARS.—A circular is a printed letter sent in identical terms to several persons. It may bear a written, typewritten, or hand-stamped date, name and address of person addressed and of the sender, and corrections of mere typographical errors. When a name (except that of the addressee or sender), date (other than that of the circular), or anything else is handwritten or typewritten in the body of a circular for any other reason than to correct a genuine typographical error, the circular is subject to postage at the first-class (letter) rate, whether sealed or unsealed.

REPRODUCTIONS OR IMITATIONS OF HANDWRITING AND TYPEWRITING obtained by means of the printing press, mimeograph, multigraph, or similar mechanical porcess will be treated as third-class matter, provided they are

mailed at the post office or other depository designated by the postmaster in a minimum number of 20 identical unsealed copies; provided further, such reproductions or imitations of handwriting or typewriting clearly recognizable as such and which are not in the form of circular letters but bound in pamphlet or book form will also be treated as third-class matter regardless of the number of copies mailed. When not mailed in accordance with these conditions, they will be subject to the first-class rate.

MATTER FOR THE BLIND.—Letters and reading matter for the blind are transmissible in the mails under certain conditions at special rates which may be ascertained from the postmaster.

THE RATE OF POSTAGE on third-class matter is 1½ cents for each 2 ounces or fraction thereof, up to and including 8 ounces, except that the rate on books (including catalogues) having 24 pages or more, seeds, cuttings, bulbs, roots, scions, and plants, not exceeding 8 ounces in weight, is 1 cent for each 2 ounces or fraction thereof, on each individually addressed piece or package. The 1-cent rate does not apply to blank books or to those mainly blank.

BULK LOTS OF IDENTICAL PIECES of third-class matmatter may be mailed under the provisions of section 435½, Postal Laws and Regulations, in quantities of not less than either 20 pounds or 200 pieces, at the rate of 8 cents a pound or fraction thereof for books, catalogues, seeds, plants, etc., and 12 cents a pound or fraction thereof for all other third-class matter, provided, that in no case shall the postage be less than 1 cent a piece.

THE LIMIT OF WEIGHT of third-class matter is 8 ounces. Parcels of printed matter, merchandise, etc., weighing more than 8 ounces which do not exceed the limit of weight or size for fourth-class matter come within that class and are mailable at the parcel-post rates.

ADDITIONS TO THIRD-CLASS MATTER.—(*a*) **On the wrapper,** envelope, or the tag or label attached thereto, or upon the matter itself, in addition to the name and address of the addressee, there may be written or printed the name, occupation, and residence, or business address of the sender, preceded by the word "from." There may also be placed on the wrapper, envelope, tag, or label, either written or otherwise, the inscription "Do not open until Christmas," or words to that effect, and any printed matter mailable as third class, but there must be left on the right portion of the address side 3½ inches space for a legible address, postmark, and the necessary postage stamps, and any words necessary for forwarding or return, etc.

The words "Please send out," or "Post up," or other similar directions or requests, not a part of the address, nor necessary to effect delivery, may not be placed upon the wrapper of third-class matter or upon matter itself without subjecting it to postage at the letter rate.

(*b*) **On the matter** itself the sender may place all that is permitted on the wrapper, and may make marks other than by written or printed words to call attention to any word or passage in the text, and may correct any typographical

errors. There may also be written or printed upon any photograph, or other matter of the third-class, a simple manuscript dedication or inscription not in the nature of personal correspondence. Such words as "Dear Sir," "My dear friend," "Yours truly," "Sincerely yours," "Merry Christmas," "Happy New Year," and "With best wishes," written upon third-class matter, are permissible inscriptions. A serial number written or impressed upon third-class matter does not affect its classification.

(*c*) **Written designation of contents,** such as "Printed matter," "Photo," is permissible upon the wrapper of third-class matter.

THE ADDITIONS PERMISSIBLE ON FOURTH-CLASS MATTER are also permissible on third-class mail. (See p. 11.)

HAND-STAMPED IMPRINTS on third-class matter will not affect its classification except when the added matter is in itself personal or converts the original matter into a personal communication; in the latter case, however, the mailing at one time at the post office window or other depository designated by the postmaster of not less than 20 identical, unsealed copies will be sufficient evidence of impersonal character to entitle such matter to the third-class rate.

CORRECTIONS IN PROOF SHEETS include the alteration of the text and insertion of new matter, as well as the correction of typographical and other errors; include also marginal instructions to the printer necessary to the correction of the matter or its proper appearance in print. Part of an article may be entirely rewritten if that be necessary for correction. Corrections should be upon the margin of or attached to the proof sheets. Manuscript of one article can not be inclosed with proof or corrected proof sheets of another except at the first-class rate.

PERMISSIBLE INCLOSURES.—There may be inclosed with books (including catalogues) of 24 pages or more, mailed at the special rate of 1 cent for each 2 ounces or fraction thereof, a single reply envelope or post card, or both, an order form, and a single loose printed circular not larger than a page of the book or catalogue, provided only such matter appears on the envelope, post card, order form, or circular, as obviously relates exclusively to the book or catalogue. The printed circular may be in the form of a circular letter, provided it merely calls atention to the book or catalogue but none of the loose inclosures may contain extraneous matter in the nature of a general sales talk, or matter going into detail or quoting at length what the book or catalogue itself sets forth, or contain new or additional offers not shown in the book or catalogue. The inclosure of other printed matter or the attaching to a book or catalogue of samples of cloth or other merchandise subjects the package to the regular third-class rate of 1½ cents for each 2 ounces or fraction thereof.

A COMMUNICATION MAY BE ATTACHED TO AND MAILED WITH THIRD-CLASS MATTER under the conditions set forth on page 1.

FOURTH-CLASS MATTER (DOMESTIC PARCEL POST)

embraces that known as domestic parcel-post mail exceeding 8 ounces in weight and includes merchandise, farm and factory products, seeds, cuttings, bulbs, roots, scions, and plants, books (including catalogues), circulars and other printed matter, and all other mailable matter not embraced in the first and second classes.

Rates of Postage—To be Fully Prepaid—are by the pound, according to distance or zone, a fraction of a pound being computed as a full pound. These rates are shown in the following table and paragraph (*a*):

Weight in pounds	Local	Zones							
		1st, up to 50 miles	2d, 50 to 150 miles	3d, 150 to 300 miles	4th, 300 to 600 miles	5th, 600 to 1,000 miles	6th, 1,000 to 1,400 miles	7th, 1,400 to 1,800 miles	8th, over 1,800 miles
1	$0.07	$0.07	$0.07	$0.08	$0.08	$0.09	$0.10	$0.12	$0.13
2	.08	.08	.08	.10	.12	.15	.18	.22	.25
3	.08	.09	.09	.12	.16	.21	.26	.32	.37
4	.09	.10	.10	.14	.20	.27	.34	.42	.49
5	.09	.11	.11	.16	.24	.33	.42	.52	.61
6	.10	.12	.12	.18	.28	.39	.50	.62	.73
7	.10	.13	.13	.20	.32	.45	.58	.72	.85
8	.11	.14	.14	.22	.36	.51	.66	.82	.97
9	.11	.15	.15	.24	.40	.57	.74	.92	1.09
10	.12	.16	.16	.26	.44	.63	.82	1.02	1.21
11	.12	.17	.17	.28	.48	.69	.90	1.12	1.33
12	.13	.18	.18	.30	.52	.75	.98	1.22	1.45
13	.13	.19	.19	.32	.56	.81	1.06	1.32	1.57
14	.14	.20	.20	.34	.60	.87	1.14	1.42	1.69
15	.14	.21	.21	.36	.64	.93	1.22	1.52	1.81
16	.15	.22	.22	.38	.68	.99	1.30	1.62	1.93
17	.15	.23	.23	.40	.72	1.05	1.38	1.72	2.05
18	.16	.24	.24	.42	.76	1.11	1.46	1.82	2.17
19	.16	.25	.25	.44	.80	1.17	1.54	1.92	2.29
20	.17	.26	.26	.46	.84	1.23	1.62	2.02	2.41
21	.17	.27	.27	.48	.88	1.29	1.70	2.12	2.53
22	.18	.28	.28	.50	.92	1.35	1.78	2.22	2.65
23	.18	.29	.29	.52	.96	1.41	1.86	2.32	2.77
24	.19	.30	.30	.54	1.00	1.47	1.94	2.42	2.89
25	.19	.31	.31	.56	1.04	1.53	2.02	2.52	3.01
26	.20	.32	.32	.58	1.08	1.59	2.10	2.62	3.13
27	.20	.33	.33	.60	1.12	1.65	2.18	2.72	3.25
28	.21	.34	.34	.62	1.16	1.71	2.26	2.82	3.37
29	.21	.35	.35	.64	1.20	1.77	2.34	2.92	3.49
30	.22	.36	.36	.66	1.24	1.83	2.42	3.02	3.61
31	.22	.37	.37	.68	1.28	1.89	2.50	3.12	3.73
32	.23	.38	.38	.70	1.32	1.95	2.58	3.22	3.85
33	.23	.39	.39	.72	1.36	2.01	2.66	3.32	3.97

Fourth-class (domestic parcel post) zone rates—Continued

Weight in pounds	Local	Zones							
		1st, up to 50 miles	2d, 50 to 150 miles	3d, 150 to 300 miles	4th, 300 to 600 miles	5th, 600 to 1,000 miles	6th, 1,000 to 1,400 miles	7th, 1,400 to 1,800 miles	8th, over 1,800 miles
34	$0.24	$0.40	$0.40	$0.74	$1.40	$2.07	$2.74	$3.42	$4.09
35	.24	.41	.41	.76	1.44	2.13	2.82	3.52	4.21
36	.25	.42	.42	.78	1.48	2.19	2.90	3.62	4.33
37	.25	.43	.43	.80	1.52	2.25	2.98	3.72	4.45
38	.26	.44	.44	.82	1.56	2.31	3.06	3.82	4.57
39	.26	.45	.45	.84	1.60	2.37	3.14	3.92	4.69
40	.27	.46	.46	.86	1.64	2.43	3.22	4.02	4.81
41	.27	.47	.47	.88	1.68	2.49	3.30	4.12	4.93
42	.28	.48	.48	.90	1.72	2.55	3.38	4.22	5.05
43	.28	.49	.49	.92	1.76	2.61	3.46	4.32	5.17
44	.29	.50	.50	.94	1.80	2.67	3.54	4.42	5.29
45	.29	.51	.51	.96	1.84	2.73	3.62	4.52	5.41
46	.30	.52	.52	.98	1.88	2.79	3.70	4.62	5.53
47	.30	.53	.53	1.00	1.92	2.85	3.78	4.72	5.65
48	.31	.54	.54	1.02	1.96	2.91	3.86	4.82	5.77
49	.31	.55	.55	1.04	2.00	2.97	3.94	4.92	5.89
50	.32	.56	.56	1.06	2.04	3.03	4.02	5.02	6.01
51	.32	.57	.57	1.08					
52	.33	.58	.58	1.10					
53	.33	.59	.59	1.12					
54	.34	.60	.60	1.14					
55	.34	.61	.61	1.16					
56	.35	.62	.62	1.18					
57	.35	.63	.63	1.20					
58	.36	.64	.64	1.22					
59	.36	.65	.65	1.24					
60	.37	.66	.66	1.26					
61	.37	.67	.67	1.28					
62	.38	.68	.68	1.30					
63	.38	.69	.69	1.32					
64	.39	.70	.70	1.34					
65	.39	.71	.71	1.36					
66	.40	.72	.72	1.38					
67	.40	.73	.73	1.40					
68	.41	.74	.74	1.42					
69	.41	.75	.75	1.44					
70	.42	.76	.76	1.46					

(*a*) Parcels subject to the pound rates, mailed for delivery within the first or second zone, where the distance by the shortest regular mail route from the office of origin to the office of delivery is 300 miles or more, are chargeable with postage at the rate of 8 cents for the first pound and 2 cents for each additional pound, a fraction of a pound being computed as a full pound.

NOTE 1.—**ON PARCELS COLLECTED ON RURAL-DELIVERY ROUTES** the postage will be 2 cents less than shown in the foregoing table when for delivery anywhere within the first three zones and 1 cent less when for delivery in any

other zone, provided they are indorsed "Mailed on rural route" to show that they are not subject to the additional charge.

NOTE 2.—**THE LOCAL RATE** applies to parcels mailed:

(1) At any post office for local delivery at such office.

(2) At any city letter-carrier office, or at any point within its delivery limits, for delivery by carriers from that office.

(3) At any post office from which a rural route starts, for delivery on such route, or when mailed at any point on a rural route for delivery at any other point thereon, or at the office from which the route starts, or for delivery on any other rural route starting from the same office.

LIBRARY BOOKS consisting wholly of reading matter and containing no advertising other than incidental announcements of books, when sent by authorized public libraries, organizations, or associations not organized for profit, as a service to other libraries, or as a loan to readers, or when returned by the latter libraries or readers, are subject to the special rate of 3 cents for the first pound or fraction thereof and 1 cent for each additional pound or fraction thereof, when addressed to any point within the first, second, or third zone, or within the State in which mailed.

ZONES—POSTAL GUIDE AND KEYS.—For parcel-post purposes the United States is divided into units of area 30 minutes square, which form the basis of eight postal zones. To ascertain in which zone a post office is located from the office of mailing it is first necessary to find the unit number of the office of address and then refer to the zone key for the mailing office. The unit numbers are shown in the State list of post offices in the Official Postal Guide. The guide is applicable to all offices but a separate zone key is required for each unit. For information relative to obtaining guides and keys, see page 57.

ALASKA, HAWAIIAN AND PHILIPPINE ISLANDS, ETC.—The eighth zone rate applies (1) between the United States and the Hawaiian Islands; (2) between any two points in Alaska and between any point in Alaska and any other point in the United States; (3) between the United States and the Canal Zone; (4) between the United States and the Philippine Islands; (5) to, from, or between Guam, Tutuila, and Manua and other islands of the Samoan group east of longitude 171° west of Greenwich, and the United States and its other possessions; (6) between the United States and its naval vessels stationed in foreign waters and other places where the United States mail service is in operation.

THE RATE OF POSTAGE ON GOLD COIN, GOLD BULLION, AND GOLD DUST offered for mailing between any two points in Alaska, or between any point in Alaska and any point in the United States or its possessions, is 2 cents an ounce or fraction thereof, regardless of distance. Such gold coin, gold bullion, or gold dust must be inclosed in sealed packages not exceeding 50 pounds in weight and sent by registered mail.

SPECIAL HANDLING WITHOUT SPECIAL DELIVERY.—Parcels of fourth-class matter indorsed "Special Handling,"

preferably in the space immediately below the postage stamps and above the address, or which bear the special-handling postage stamp provided for such purpose, will receive the expeditious handling, transportation, and delivery (but not special delivery) accorded to mail of the first class on prepayment of a postage charge of 10 cents for parcels weighing not more than 2 pounds; 15 cents for parcels weighing more than 2 pounds, but not exceeding 10 pounds, and 20 cents for parcels weighing more than 10 pounds, in addition to the ordinary postage. This special-handling postage charge applies to all parcels containing day-old chicks or baby alligators, which, because of their character, must be given special attention in handling, transportation, and delivery, as well as to other parcels which the sender indicates shall be so treated.

SPECIAL HANDLING WITH SPECIAL DELIVERY.—Parcels of fourth-class matter will be given the same expeditious handling and transportation as is accorded first-class matter, and also special delivery at the office of address, upon prepayment of the following charge in addition to the regular postage: Up to 2 pounds 15 cents; over 2 pounds up to 10 pounds 25 cents; over 10 pounds 35 cents.

LIMIT OF WEIGHT of fourth-class matter is 70 pounds for parcels mailed for delivery within the first, second, and third zones, and 50 pounds for all other zones.

LIMIT OF SIZE.—Parcels may not exceed 84 inches in length and girth combined.

NAME AND ADDRESS OF SENDER.—A parcel of fourth-class matter may not be accepted for mailing unless it bears the name and address of the sender, which should be preceded by the word "from."

ADDITIONS TO FOURTH-CLASS MAIL.—Any marks, numbers, names, or letters for purpose of description may be placed on fourth-class matter or on the wrapper or cover, tag, or label.

There may be written on the blank leaves or cover of any book a simple manuscript dedication or inscription not in the nature of personal correspondence. Space sufficient for a legible address, postmark, and the necessary postage stamps must be left on the address side of parcels.

Inscriptions such as "Merry Christmas," "With best wishes," "Do not open until Christmas," or words to that effect may be written on fourth-class mail, or on a card inclosed therewith.

INCLOSURES.—There may be inclosed with fourth-class matter a written or printed invoice showing the name and address of the sender and of the addressee; the names and quantities of articles inclosed, together with inscriptions indicating "for purpose of description," the price, style, stock number, size, and quality of the articles; the order or file number, date of order, and date and manner of shipment; and the initials or name of the salesman, or of the person by whom the articles were packed or checked. (See p. 1 relative to two classes of matter in one parcel.)

PUBLIC-LIBRARY BOOKS, otherwise mailable as parcel-post matter, may bear any printed or written mark constituting a necessary inscription for the purpose of a permanent library record.

COMMUNICATIONS MAY BE ATTACHED TO PARCELS under the conditions set forth on page 1.

SEALED PARCELS OF MERCHANDISE or other fourth-class matter may be mailed at the fourth-class rates of postage provided the parcels are labeled in printing to show the nature of contents, as, for example, "MERCHANDISE—FOURTH-CLASS MAIL," followed by the inscription "Postmaster: This parcel may be opened for postal inspection if necessary." This should be placed in the upper left corner of the address side or label above the name and address of the sender which must also be printed.

SEALED PACKAGES OF THIRD-CLASS MATTER, except circulars and other miscellaneous printed matter, may also be mailed at the third-class rates of postage, under the foregoing conditions.

PROPRIETARY ARTICLES OF MERCHANDISE, such as harmless medicinal preparations, soaps, tobacco, food products, etc., put up in fixed quantities, in original sealed packages by the manufacturer so as to allow examination of the packages in their simplest mercantile form, and labeled in printing so as to show the nature of contents, quantity, and name of the manufacturer, are mailable at the fourth-class rates of postage. If such sealed packages are inclosed in an outer wrapper, the latter must not be sealed unless it is also labeled in printing in the manner indicated.

MEATS AND MEAT-FOOD PRODUCTS.—Before meat or meat-food products of cattle, sheep, swine, goats, or horses may be accepted for mailing from one State or Territory to another State or Territory, the certificate of inspection or exemption required by section 464, Postal Laws and Regulations, must be filed with the postmaster. Such certificates must be prepared and furnished by the sender.

GAME.—The dead bodies of any wild animals or birds, or parts thereof, including furs, skins, plumage, etc., lawfully killed and offered for shipment, may be accepted for mailing only when the parcels are plainly marked to show the actual nature of the contents and the name and address of the sender. The dead bodies, or parts thereof, of any wild animals or birds which have been killed or offered for shipment in violation of the laws of a State, Territory, or District are unmailable, persons sending such articles and the addressees knowingly receiving them in violation of law being liable to a fine of not more than $200.

PLANTS AND PLANT PRODUCTS, including all field-grown florists' stock, trees, shrubs, vines, cuttings, grafts, scions, buds, fruit pits and other seeds of fruit and ornamental trees or shrubs, and other plants and plant products for propagation, except field, vegetable, and flower seeds, bedding plants, and other herbaceous plants, bulbs, and roots, may be admitted to the mails only when accompanied with a certificate from a State or Government inspector to the effect that the nursery or premises from which such

stock is shipped has been inspected within a year and found free from injurious insects, and the parcel containing such stock is plainly marked to show the nature of the contents and the name and address of the sender.

When the United States Department of Agriculture, under authority of the plant quarantine act, quarantines any State or area on account of a plant disease or insect infestation, the mailing of plants or plant products from such State or area is subject to the restrictions imposed by such order.

Plants and plant products addressed to places in Arizona, Arkansas, California, District of Columbia, Florida, Georgia, Hawaii, Idaho, Mississippi, Montana, Oklahoma, Oregon, Utah, Washington, and Wyoming, are subject to terminal inspection before delivery to addressee; and all parcels containing plants or plant products, when sent to such places must be plainly marked on the outside to show the nature of contents, failure to do so being an offense punishable by a fine of not more than $100.

PLACE OF MAILING.—Parcels of fourth-class matter must be mailed at a post office, branch post office, classified or contract station, or delivered to a rural or other carrier duly authorized to receive such matter. Matter of other classes may be deposited in street letter or package boxes. Second, third, and fourth-class matter may not be mailed at railway post-office cars.

DOMESTIC INSURANCE SERVICE

Domestic third and fourth class mail (but no other classes) may be insured against loss, rifling, or damage in an amount equivalent to its actual value or the cost of repairs, but not to exceed $5, upon payment of a fee of 5 cents; $25 upon payment of 8 cents; $50 upon payment of 10 cents; or $100 upon payment of 25 cents, in addition to the postage; but indemnity will not be allowed for the loss, rifling, or damage of such mail addressed to the Philippine Islands, unless the loss, rifling, or damage occurred in the Postal Service of the United States.

Domestic third and fourth class mail may be insured at any post office or station thereof, or by rural carrier. The sender will be given a receipt for each parcel insured, which should be retained and presented later if claim for indemnity is made. (See p. 18 as to use of firm mailing books.) It is advisable that valuable articles, such as packages of currency, sacks of coin, jewelry, precious stones, and articles of similar nature, be sent as sealed first-class registered mail because of additional safeguards provided for such mail. Indemnity up to $1,000 is now paid for loss, rifling, or damage of domestic registered mail.

RETURN RECEIPTS FOR DOMESTIC INSURED PARCELS.—Whenever the sender shall so request, and upon payment of 3 cents in stamps affixed to the article, a receipt shall be taken on the delivery of a domestic insured parcel, showing to whom and when the same was delivered, which receipt shall be returned to the sender.

INDEMNITY FOR LOST, RIFLED, OR DAMAGED INSURED PARCELS is paid for their actual value or value of articles missing or cost of repairs within the limit of insurance covered by fee paid. Indemnity for damage is paid only when the article involved was prepared to enable it to withstand all handling to which it would be customarily subjected, and when information as to the nature of its contents was furnished, upon request, to the postal employee accepting it. Indemnity is not paid on account of the loss, rifling, or damage of first-class mail erroneously insured instead of being registered.

Delivery of insured mail is effected under the regulations and instructions governing the delivery of registered mail. (See p. 17.)

DOMESTIC COLLECT-ON-DELIVERY SERVICE

FEES AND CONDITIONS.—Domestic third and fourth class mail, unsealed or sealed, subject to postal inspection, and domestic matter of any class, sealed against postal inspection and bearing postage at the first-class rate, may be sent C. O. D. from one domestic money-order post office to another, but not to or from the Philippine Islands, Canal Zone, or United States naval vessels, on payment of a fee of 12 cents in addition to the postage, both to be prepaid with stamps affixed, when the amount to be remitted to the sender does not exceed $10, 25 cents when the amount to be remitted does not exceed $50, and 25 cents when the amount to be remitted does not exceed $100. The remittance is made by post-office money order, the fee therefor being included in the amount collected from the addressee. A C. O. D. tag furnished by the postmaster must be filled in by the sender and attached to the article. The C. O. D. fees automatically insure articles against nonreceipt of returns therefor and against loss, rifling, or damage for their actual value up to $10 for a 12-cent fee, $50 for a 15-cent fee, and up to $100 for a 25-cent fee. (See following paragraph for fees and limits of indemnity applicable to domestic *registered* collect-on-delivery mail.)

DOMESTIC REGISTERED COLLECT-ON-DELIVERY MAIL.—Domestic collect-on-delivery mail sealed against postal inspection and bearing postage at the first-class rate may also be **registered** upon application of the person posting the same.

The maximum amount of charges collectible on domestic **registered collect-on-delivery** mail is $100 regardless of the amount of C. O. D. fee paid in excess of that required for the collection of $100, but the maximum indemnity payable for the loss, rifling, or damage of domestic **registered collect-on-delivery** mail is $1,000, the limit fixed for other domestic registered mail.

The amounts to be collected upon delivery, **not exceeding $100**, the limits of indemnity payable covering the amounts collectible, and the fees chargeable therefor in addition to

the postage on domestic **registered collect-on-delivery** mail, are as follows:

	C. O. D. fee (including registration)
Amount of C. O. D. charges and limits of indemnity payable up to $100:	
Not over $10	$0. 25
From $10.01 to $50	.30
From $50.01 to $100	.40

When indemnity **in excess of $100** is desired for the loss, rifling, or damage of domestic **registered collect-on-delivery** mail, the following collect-on-delivery fees, which include registration, are chargeable in addition to the postage:

	C. O. D. fee (including registration)
Amount of indemnity desired regardless of amount of C. O. D. charges:	
For indemnity exceeding $100 and not exceeding $200	$0. 50
For indemnity exceeding $200 and not exceeding $300	.60
For indemnity exceeding $300 and not exceeding $400	.70
For indemnity exceeding $400 and not exceeding $500	.80
For indemnity exceeding $500 and not exceeding $600	.90
For indemnity exceeding $600 and not exceeding $700	1. 00
For indemnity exceeding $700 and not exceeding $800	1. 10
For indemnity exceeding $800 and not exceeding $1,000	1. 20

A RECEIPT is given the sender of a C. O. D. article at the time of mailing and should be retained and presented later if claim for indemnity is filed. (See p. 18 as to use of firm mailing books.)

BONA FIDE ORDERS.—C. O. D. shipments shall in all cases be based on bona fide orders for the contents, or be in conformity with agreements between senders and addressees. The department does not contemplate or countenance the use of the C. O. D. service for the collection of debts.

EXAMINATION OF CONTENTS OF A C. O. D. ARTICLE is not permitted until it has been receipted for and all charges paid.

DELIVERY OF C. O. D. MAIL is effected under the regulations and instructions governing the delivery of registered mail. (See p. 17.)

SENDERS' RECEIPTS (CERTIFICATES OF MAILING) FOR DOMESTIC ORDINARY MAIL OF ANY CLASS.—Upon re-

quest and the payment of 1 cent for each piece of mail involved, the postmaster at the mailing office shall furnish a receipt (certificate of mailing) to the sender of domestic ordinary mail of any class and shall furnish the sender as many additional receipts for the same article as may be requested upon payment of 1 cent for each piece of mail described on each receipt. This fee does not insure the mail against loss, rifling, or damage, but merely furnishes evidence of mailing, and no return receipt for the mail will be obtained from the addressee upon delivery. If indemnity or a return receipt from the addressee upon delivery is desired, the insurance or registry service should be patronized.

DOMESTIC REGISTRY SYSTEM

ADVANTAGES.—The registry system provides special safeguards for the transmission of money and other valuable mail. The percentage of loss of registered mail is very small.

INDEMNITY within the prescribed limit is paid to the rightful claimant in case of the injury, loss, or rifling of domestic registered mail.

RETURN RECEIPTS FOR DOMESTIC REGISTERED ARTICLES.—Whenever the sender so requests, and upon payment of a fee of 3 cents, a receipt will be taken on the delivery of any registered mail matter, showing to whom and when the same was delivered, which receipt will be returned to the sender and be delivered in the courts as *prima facie* evidence of such delivery.

TO SECURE REGISTRATION OF MAIL application should be made at a post office, station, or branch, or to a city or rural carrier.

WHAT MAY BE REGISTERED.—Mailable first, second, and third class matter for domestic destinations. Fourth-class (domestic parcel post) matter, addressed to all places in the United States or its possessions, may be registered only when sealed and prepaid at the first-class rate of postage. Mail for dispatch via airplane service will be accepted for registration. (See pp. 14 and 15 of this pamphlet relative to the registration of domestic collect-on-delivery mail sealed against postal inspection and bearing postage at the first-class rate.)

WHAT SHOULD BE REGISTERED.—Money (use postal money orders when available); valuable papers and other articles; articles for which the sender wishes a return receipt showing delivery (such articles should be plainly indorsed on the address side "Return receipt requested"); letters which the sender desires delivered to the addressee in person (these should be plainly indorsed "Deliver to addressee only"); any article of value for which the sender desires indemnity, when same is payable, in case of loss, rifling, or damage.

PREPARATION FOR MAILING.—Mail for registration must be legibly and correctly addressed; must bear the name and address of the sender; have postage and fee fully prepaid; be securely sealed if sent as first-class matter; and be

inclosed in envelopes and wrappers of sufficient strength to withstand customary treatment in transmission. The "Extra Quality" 2-cent stamped envelope is especially recommended as a cover for registered mail. Fragile articles should be indorsed "Fragile."

Second and third class matter valued in excess of $100, upon which a registry fee in excess of 20 cents is paid, must be sealed and first-class postage paid thereon.

The requirement for the sealing of registered matter of the third class valued in excess of $100 and the prepayment of letter postage thereon does not prohibit the voluntary sealing of registered matter of the third class valued at less than $100, prepaid at the first-class rate of postage, nor the sealing subject to postal inspection of third-class matter valued at less than $100, prepaid at the third-class rate of postage.

THE DELIVERY OF REGISTERED MAIL may be restricted by the sender or addressee under certain conditions which may be ascertained from the postmaster. Registered mail which is restricted in delivery will ordinarily be delivered to any responsible person who customarily receives the ordinary mail of the addressee.

THE DOMESTIC REGISTRY FEES (IN ADDITION TO REGULAR POSTAGE) AND LIMITS OF INDEMNITY PAYABLE ARE AS FOLLOWS:

For registry indemnity not exceeding $50, 15 cents.
For registry indemnity exceeding $50 and not exceeding $100, 20 cents.
For registry indemnity exceeding $100 and not exceeding $200, 30 cents.
For registry indemnity exceeding $200 and not exceeding $300, 40 cents.
For registry indemnity exceeding $300 and not exceeding $400, 50 cents.
For registry indemnity exceeding $400 and not exceeding $500, 60 cents.
For registry indemnity exceeding $500 and not exceeding $600, 70 cents.
For registry indemnity exceeding $600 and not exceeding $700, 80 cents.
For registry indemnity exceeding $700 and not exceeding $800, 90 cents.
For registry indemnity exceeding $800 and not exceeding $1,000, $1.

Mail matter without intrinsic value for which no indemnity is provided may be registered at the minimum fee of 15 cents.

Consult postmaster for more detailed information concerning the conditions under which domestic indemnity is paid, and the amounts of indemnity, especially in connection with domestic registered mail addressed for delivery in the Canal Zone or the Philippine Islands.

REPORTS OF LOSSES AND APPLICATION FOR INDEMNITY should be made to the postmaster at the mailing office or office of address, with particulars of registration, description of contents, and in case of partial loss, rifling, or damage, with the envelope or wrapper.

FIRM MAILING BOOKS are supplied without cost to those patrons customarily registering, insuring, or sending C. O. D. three or more articles at one time. These books save time, labor, and expense on the part of the shipper as well as the post office.

UNMAILABLE MATTER

DEFINITION.—Unmailable domestic matter—that is, matter which is not admissible to the United States mails for dispatch or delivery in the United States, or in any of its possessions—includes:

ADDRESS DEFECTIVE.—All matter illegibly, incorrectly, or insufficiently addressed.

POSTAGE NOT PREPAID.—First-class matter not prepaid one full rate and all other matter not fully prepaid.

OVERWEIGHT AND OVERSIZE.—All matter exceeding the limit of weight or size prescribed by law.

GAME killed or offered for mailing in violation of law.

MEAT AND MEAT-FOOD PRODUCTS of cattle, sheep, swine, goats, and horses, presented without the required certificate of inspection or exemption. (See p. 12.)

PLANTS AND PLANT PRODUCTS prohibited from shipment by quarantine order or not accompanied with required certificate. (See p. 12.)

POISONS, LIQUORS, LIVE ANIMALS, FOWLS, ETC.—All matter harmful in its nature, as poisons, explosive or corrosive articles; matches; live animals, fowls, insects, and reptiles (except day-old chicks, bees, etc.); any article exhaling a bad odor; and vinous, spirituous, or malt liquors. The postal laws provide a severe penalty for the mailing of poisons, explosives, or harmful articles and intoxicating liquors.

REVOLVERS and other firearms capable of being concealed on the person are nonmailable except as provided in section 478½, Postal Laws and Regulations, 1924.

DISLOYAL MATTER.—Matter tending to incite arson, murder, or assassination, or any threat to take the life of the President or to inflict bodily harm upon him, as well as matter advocating or urging treason, insurrection, or forcible resistance to any law of the United States.

LIQUOR-ADVERTISING MATTER.—All matter containing advertisements of intoxicating liquors or solicitations of orders therefor.

TINSEL, GLASS.—Post cards and postal cards, bearing particles of glass, metal, mica, sand, tinsel, or similar substances.

OBSCENE AND INDECENT.—All obscene, lewd, or lascivious matter, and every article or thing intended, designed or adapted for any indecent or immoral purpose, or for the prevention of conception or procuring abortion, or matter of a character tending to incite arson, murder, or assassination.

DEFAMATORY, DUNNING, ETC.—Postal, post, or other cards, mailed without wrappers, and all matter bearing upon the outside cover or wrapper any delineation, epithets, terms, or language of an indecent, lewd, lascivious, obscene, libelous, scurrilous, defamatory, threatening, or dunning character, or calculated by the terms or manner or style of display, and obviously intended to reflect injuriously upon the character or conduct of another.

LOTTERY AND FRAUD.—All matter concerning any lottery, gift enterprise, or similar scheme, or concerning schemes devised for the purpose of obtaining money or property under false pretenses.

PREPARATION AND WRAPPING OF MAIL MATTER

ENVELOPES OR WRAPPERS of weak or unsubstantial paper should not be used. Mail is handled often and subjected to pressure and friction in the mail bags, and frequently is delivered from moving trains; hence, if not inclosed in strong envelopes or wrappers it may be damaged. It is recommended that stamped envelopes, on sale at all post offices, be used. Envelopes, cards, folders, etc., should be of standard sizes. Those less than 2¾ by 4 or larger than 4 by 9 inches can not be conveniently handled, but envelopes exceeding the latter size may be used if necessary to accommodate the contents.

WINDOW ENVELOPES, to be mailable, must meet the requirements prescribed therefor, which may be ascertained from the postmaster.

EXAMINATION.—Second, third, and fourth class matter must be so wrapped or enveloped that the contents may be examined easily by postal officials. When not so wrapped, or when bearing or containing writing not authorized by law, the matter will be treated as of the first class. (See "Sealed Parcels" on p. 12.)

Nailed boxes.—Parcel-post mail may be inclosed in boxes to which the lids are nailed or screwed, provided the lids can be readily removed with a chisel or screwdriver for examination of contents.

Metal clips.—The use of metal clips for fastening cards, folders, pamphlets, etc., is not permissible.

WRAPPING.—All matter should be securely wrapped so as to bear transmission without breaking, or injuring mail bags, their contents, or the persons handling them. Many articles are damaged in the mails for the reason that they are not properly wrapped to withstand the necessary handling.

Parcels improperly or insufficiently wrapped will not be accepted either as ordinary or as insured mail.

Umbrellas, canes, golf sticks, and similar articles must be reinforced by strips of wood or otherwise sufficiently wrapped to withstand handling and transportation.

Hats must be packed in strong boxes; if in ordinary pasteboard hat boxes, they must be properly crated.

Cut flowers, candies, etc., should be inclosed in strong and suitable boxes.

Stove castings and pieces of machinery should be protected with excelsior or similar material and wrapped in cloth or strong paper or be properly boxed or crated.

Mailable hides and pelts must be thoroughly wrapped to prevent the escape of grease.

HARMFUL ARTICLES not absolutely excluded from the mails, but which, from their form or nature, might, unless properly secured, destroy, deface, or otherwise damage the contents of the mail bag or harm the person of anyone engaged in the postal service, may be transmitted in the mails only when packed in accordance with the postal regulations.

Sharp-pointed or sharp-edged instruments or tools must have their points and edges protected so that they can not cut through their covering, and be thoroughly wrapped.

Powders and all pulverized dry substances must be so wrapped that none of the contents of the package will sift out.

Pastes, salves, etc., not easily liquefiable, must be inclosed in water-tight containers and placed in strong boxes and securely wrapped.

LIQUIDS.—Admissible liquids in packages not exceeding the limit of weight of fourth-class matter will be accepted for mailing when intended for delivery at the office of mailing or on a rural route starting therefrom when inclosed in a glass or metal container securely inclosed and heavily wrapped, provided it is not necessary to transport them over electric railways.

Admissible liquids and oils, pastes, salves, or other articles easily liquefiable, will be accepted for mailing, regardless of distance, when they conform to the following conditions:

(*a*) When in strong glass bottles holding 4 ounces or less, the total quantity sent in one parcel shall not exceed 24 ounces, liquid measure. Each bottle shall be wrapped in paper or other absorbent substance and then all placed in a box made of cardboard or other suitable material and packed in a container made of double-faced corrugated pasteboard of good quality. The corners of the container must fit tightly and be reinforced with tape so as to prevent the escape of any liquid if the contents should be broken, and the whole parcel shall be securely wrapped with strong paper and tied with twine. Single bottles of liquid holding 4 ounces or less may also be packed as prescribed in the following paragraphs, (*b*) and (*c*):

(*b*) When in glass bottles holding more than 4 ounces, the total quantity sent in one parcel shall not exceed 16 ounces. The bottle must be very strong and must be inclosed in a block or tube of metal, wood, papier-maché or similar material; and there must be provided between the bottle and the block or tube a cushion of cotton, felt, or other absorbent. The block or tube, if of wood or papier-mâché, must be at least one-eighth of an inch thick for bottles holding 8 ounces or less, and at least three-sixteenths of an inch thick for bottles holding more than 8 ounces. The block or tube must be rendered water-tight by an application on the inside of paraffin or other suitable substance, and must be closed by a screw-top cover with sufficient screw threads to require at least one and one-half complete turns before it will come off. The cover must be provided with a washer, so that no liquid could escape if the bottle should be broken. Such bottles may also be packed in strong and tight receptacles of wood, metal or waterproof corrugated pasteboard if surrounded with bran, sawdust, or other absorbent material in sufficient quantity to absorb all the liquid if the bottle should be broken.

(*c*) Mailable liquids, in quantities of more than 16 ounces, when in securely sealed glass bottles, will be accepted for mailing when packed in strong boxes and surrounded with sawdust or other suitable substances to protect the contents from breakage. All such packages must be marked "FRAGILE—THIS SIDE UP," or with similar inscription, and will be transported outside of mail bags.

(*d*) Liquid in securely closed metal containers may be mailed when suitably boxed or crated; but, when in extra strong metal containers, such as heavy milk cans, the boxes or crates may be omitted.

(*e*) All packages containing liquid must be marked "FRAGILE LIQUID."

FRAGILE ARTICLES.—Articles easily broken must be very securely wrapped for safe transmission.

Glass, crockery, fragile toys, etc., must be so packed as to prevent the escape of particles or pieces from the packages if broken in transit.

Cigars must be in good shipping condition and be packed in a manner to prevent damage by shock or jar.

Maps, drawings, paintings, etc., must be suitably protected with stout material to prevent damage. When not flat, they should be rolled around a stout stick and carefully wrapped or inclosed in a strong pasteboard tube.

All such articles should be marked "FRAGILE."

Eggs will be accepted for mailing when packed in crates, boxes, baskets, or other suitable containers, so constructed as properly to protect the contents. Such packages will be transported outside of mailbags. All parcels containing eggs must be plainly marked "EGGS." When necessary they should be marked "THIS SIDE UP."

Eggs for hatching will be accepted for mailing when each egg is wrapped separately and surrounded with excelsior, wood wool, or other suitable material, and packed in a basket, preferably with a handle, or other suitable container, lined with paper, fiber board, or corrugated pasteboard, in such a way that nothing can escape from the package. Such parcels must be labeled "EGGS FOR HATCHING," "KEEP FROM HEAT AND COLD," "PLEASE HANDLE WITH CARE," or other suitable words, and will be handled outside of mail sacks.

PERISHABLE ARTICLES.—Parcels containing perishable articles shall be marked "PERISHABLE." Articles likely to spoil within the time reasonably required for transportation and delivery will not be accepted for mailing.

Butter, lard, and perishable articles, such as fish, fresh meats, dressed fowls, vegetables, fruits, berries, and articles of a similar nature, which decay quickly, will be accepted for mailing to any office which in the ordinary course of mail they can reach without spoiling, when inclosed in crates, boxes, baskets, or other suitable containers, so constructed as properly to protect the contents and prevent the

escape of anything therefrom. If necessary for safe shipment, such parcels will be transported outside of mail bags. Berries, fruits, and vegetables will not be accepted for mailing unless they are in good dry shipping condition.

ADDRESSING MAIL MATTER

EXERCISE CARE.—Because of carelessness in addressing and preparing matter for mailing, or failure of sender to place his name and address on it, millions of letters and other pieces of mail which can not be delivered or returned to the sender are each year treated as dead mail matter. This seriously impairs the efficiency of the Postal Service and causes much additional expense. The practice of some business concerns of omitting street numbers, etc., from their stationery and advertisements results in increasing the volume of insufficiently addressed mail. The department urgently requests the public to exercise the greatest possible care to see that mail is sufficiently and correctly addressed, in order to secure its prompt and certain delivery, thereby relieving the postal service of much unnecessary expense and increasing its efficiency.

FOR MODEL FORMS OF ADDRESS SEE INSIDE FRONT COVER PAGE.—Write plainly the name of the person addressed, street and number, or number of rural route, post office and State in full. When the name of the State is abbreviated, frequently Va. and Pa., Md. and Ind., Colo. and Calif., Miss. and Minn., and others are confused and mail missent, as post offices of the same name are located in several different States.

Do not abbreviate or use lead pencil.

SIMPLIFIED ADDRESS ON MAIL FOR RURAL-ROUTE BOX HOLDERS.—Advertising and other matter may be sent as ordinary mail to every box holder on rural routes without bearing the name of the addressee if addressed thus: "Boxholder, R. D. No. —," with the name of the post office and State. Such matter may be sent in the same manner to every post-office box holder at nonletter carrier offices.

THE WORDS "GENERAL DELIVERY" must be included in the address of all mail intended for delivery through the general-delivery window, but this should be done only when it is known or believed that the addressee calls at the general delivery for his mail.

THE WORD "PERSONAL" does not affect the delivery of ordinary mail and should be placed only on such mail intended for the personal attention of the addressee.

DIRECTIONS FOR TRANSMISSION, DELIVERY, FORWARDING, OR RETURN of mail are deemed part of address.

"IN CARE OF ———."—Mail addressed to one person in care of another will be delivered to the first of the two persons named who may call for it, or to the address of the person in whose care it is directed, in the absence of other instructions.

FICTITIOUS ADDRESSES.—Ordinarily mail addressed to fictitious names of persons or firms, or to no particular person, will not be delivered unless directed to be delivered

at a designated place, as a post-office box, street and number, or in the care of a person or firm receiving mail at the post office of address.

SPACE MUST BE LEFT (not less than 3½ inches) on the address side of all mail sufficient for a legible address and for all directions permissible thereon, for postage stamps, postmarking, rating, and any words necessary for forwarding or return.

AVOID DELAY by depositing mail as soon as it is ready, thus assuring prompt dispatch. Much mail is deposited just at the close of the business day, and frequently such congestion follows that all of it can not be distributed in time to be given the first dispatch.

RETURN OF MAIL

THE SENDER'S NAME AND ADDRESS MUST be placed on all fourth-class or parcel-post mail, on all mail in window envelopes, and on all registered mail, and should be placed on all other mail, in the upper left corner of the envelope or wrapper. This will secure its return, if desired, when undelivered.

FIRST CLASS.—Letters and other mail of the first class prepaid one full rate; official matter and reply (double) postal cards, and single postal and post cards deposited for local delivery, when undeliverable, will be returned to the sender without additional postage, provided such mail bears the name and address of the sender. When, because of the omission of the sender's return card, undeliverable letters are sent to the Dead Letter Office to be opened and returned to the sender, they are subject to a fee of 3 cents, which is collected on their delivery. Single postal cards and post cards not deposited for local delivery will be returned to the sender only when they bear his return card in the upper left corner of the address side together with a pledge to pay return postage (1 cent).

A DEFINITE RETURN ADDRESS is required. The mere request to return to "office of mailing," as indicated by the postmark, is insufficient and not permissible.

TIME SPECIFIED.—A return request should not specify a number of days fewer than 3 nor more than 30. If the sender does not specify the number of days within which such mail shall be returned, then it will, **if not deliverable as addressed,** be returned as follows: (*a*) At once if addressed for delivery by city carrier **and directory service fails to supply proper address;** (*b*) after 5 days, if intended for delivery by village or rural carriers; (*c*) after 10 days, if addressed "transient" or "general delivery" to a city; and (*d*) after 15 days, if addressed to an office not having city or village carrier service and not intended for delivery by rural carrier.

RETENTION OF MAIL.—Letters bearing return cards can not be held at the addressee's request at the office of address beyond the time indicated in the return card, unless properly delivered to a rented post-office box.

OTHER CLASSES.—Undeliverable mail of the second, third, and fourth classes which bears the pledge of the sender that

postage for its return will be paid, and undeliverable perishable fourth-class mail of obvious value will be returned to the sender, and the return postage collected on delivery. When other mail of these classes of obvious value is undeliverable, the postmaster will notify the sender of that fact; and such matter will be returned to the sender only upon new prepayment of postage. After notification of nondelivery such matter will be held not longer than two weeks, unless the office of mailing be so remote from the office of address that a response could not be received from the sender within that time.

IF THE SENDER FAILS TO REDEEM HIS PLEDGE to furnish return postage, further matter bearing such pledge may be refused.

HOTEL ENVELOPES.—If the sender of a letter mailed in the envelope of a hotel desires to have the letter returned if not delivered, he should add to the hotel card a request to that effect, as unclaimed letters bearing the card of a hotel, club, school, college, or other public institution, which has evidently been printed upon the envelopes to serve as an advertisement, will not be returned unless the sender so requests.

RECALL OF MAIL.—When the sender of a letter desires to recall it, his application must be submitted to the postmaster at the office of mailing.

WHEN REMAILING A LETTER which has been returned to the sender as undeliverable, it should be placed in a new envelope in order to avoid confusion and secure prompt transmission. A new prepayment of postage is required.

FORWARDING OF MAIL

ORDERS FOR.—A person desiring to have his mail forwarded should file with the postmaster at the office of address a request, signed in writing, giving his present address, the full address to which mail is to be forwarded, and specific information as to the time during which the order is to be observed. If a person who has filed such an order at a postoffice returns to the delivery of that office before the expiration of the time indicated in his forwarding order he should immediately have the order canceled. Pension check letters bearing a printed reference to the act of August 17, 1912, can not be forwarded.

WHAT MAIL MAY BE FORWARDED AFTER DELIVERY.—Upon being properly readdressed and deposited in the post office originally addressed, or a street letter box of such office, mail (except pension checks) may be forwarded after delivery. This applies to mail erroneously delivered or addressed; to mail addressed in care of another; and to mail opened inadvertently upon misdelivery, in which case it should be indorsed "Opened by mistake" and signed by the person who opened it.

FIRST CLASS.—Only first-class mail can be forwarded from one post office to another without a new payment of postage. This includes letters and other first-class matter,

postal cards, post cards (private mailing cards) bearing the required postage, and official matter.

OTHER CLASSES.—Mail of the second, third, and fourth classes is subject to postage anew every time it is forwarded, as follows: (*a*) Second-class matter, 1 cent for each 2 ounces or fraction thereof; (*b*) third-class matter 1½ cents for each 2 ounces or fraction thereof, or 1 cent for each 2 ounces in the case of books, catalogues, seeds, plants, etc.; (*c*) fourth-class or parcel-post matter, at the rate applicable between the forwarding office and the one to which the mail is forwarded. Perishable fourth-class mail of obvious value may be forwarded to the addressee and the mail of the second, third, and fourth classes which bears a pledge to pay the forwarding postage may be forwarded to the addressee or such other person as the sender may direct, at another post office, and the forwarding postage collected on delivery. Other mail of these classes may not be forwarded until the necessary postage shall first have been prepaid.

EXCEPTIONS.—A change of street number to secure delivery at the office of address is not a "forwarding" and does not subject the mail to additional postage.

Patrons of any office who, on account of a change in the postal service, receive their mail from another post office, may have mail matter of all classes transmitted to that office without additional charge for postage, provided they first file with the postmaster at the former office a request to have their mail so sent. Such patrons should advise their correspondents of their change of address.

Mail matter of all classes addressed to persons in the service of the United States (civil, military, or naval) whose change of address is caused by official orders will be transmitted until it reaches the addressee without a new prepayment of postage.

HOTELS, CLUBS, ETC.—Managers of hotels and officers of clubs, boards of trade, and exchanges, should not hold unclaimed mail addressed to their care longer than 10 days, except at the request of the person addressed, and should redirect for forwarding if the person's address is known; otherwise, such mail should be returned to the post office.

UNNECESSARY INSCRIPTIONS NOT PERMITTED.—Inscriptions not necessary to proper forwarding subject the matter to new prepayment of postage. Hotels should not use the indorsement "Forwarded" or "Returned from Hotel _____."

NOTICE OF POSTAGE FOR FORWARDING mail of the second, third, or fourth class will be sent to a person who has filed a forwarding order, unless the mail is such as may be forwarded and the postage therefor collected on delivery. (See p. 24.) After such notification the mail may be delivered to the addressee at the office from which the notice was sent, without payment of the forwarding postage, provided he shall first revoke the forwarding order, thus obviating the necessity of sending notices that are inoperative; or if he does not revoke his forwarding order, the matter may be delivered to him on payment of 1 cent for each notice sent him.

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UNDELIVERABLE MAIL

UNDELIVERABLE PREPAID FIRST-CLASS MATTER which bears the return address of the sender is not sent to the Dead-Letter Office, but is returned direct to the sender without additional charge, but that which can not be returned to the sender is sent to certain post offices, designated as branch dead-letter offices, for disposal. Such matter includes unclaimed, misdirected, unaddressed, and insufficiently prepaid letters and those directed to initials only or to fictitious persons. Letters are opened and returned to writers, if practicable, except such as contain advertising matter only, the return of which is not requested. Letters returned to writer from the Dead Letter Office are subject to a fee of 3 cents, to be collected on delivery. If valuable inclosures are found a record is made, and if not returned at once to the owner, they may be reclaimed within one year from the date of their receipt. **Letters which do not contain sufficient information to enable their return to the writers from the Dead Letter Office and which do not contain inclosures of value other than correspondence, are not held, but are destroyed at once without record.**

UNDELIVERABLE PARCELS OF THIRD AND FOURTH CLASS MATTER of obvious value which can not be returned to the senders and articles found loose in the mails, except money and postage stamps, are sent to certain post offices, designated as **dead parcel-post branches, where they are held awaiting reclamation for the following periods from date of receipt; all matter from the ordinary mails is held 60 days and all insured and C. O. D. matter is held 6 months, after which claims for reclamation may not be allowed; provided, however, that ordinary, insured, or C. O. D. articles which have been refused by the addressees and are indorsed by the senders to be treated as abandoned if undeliverable to the addressees, may be disposed of immediately upon receipt in the dead Parcel Post Service. Insured and C. O. D. parcels which prove undeliverable to addressees are not sent to the dead parcel-post branches unless indorsed by the mailer to be treated as abandoned if undeliverable, but are returned to the mailers, collect postage.**

UNDELIVERABLE SINGLE POSTAL CARDS AND POST CARDS (other than those bearing the names and address of the sender deposited for local delivery, which are returned to the sender without charge) are destroyed or disposed of as waste paper by postmasters unless they bear the sender's return request and pledge to pay return postage.

COLLECTION OF MAIL

CITY AND VILLAGE COLLECTIONS.—At offices where city and village delivery is in operation, mail is collected from street letter boxes. Carriers while on their routes will receive letters with postage stamps affixed handed them for mailing, and also small packages on which the postage is fully prepaid, if this does not interfere with the prompt delivery of mail and collections from street letter boxes. Carriers will not delay their delivery by waiting for such

matter, and are not permitted to accept money to pay postage thereon.

COLLECTION OF MAIL ON RURAL ROUTES

Rural carriers are required to open and examine boxes of patrons only when signals are displayed to indicate that they contain mail for dispatch. When the mail is collected the signal is to be lowered by the carrier. Rural carriers are also required to make collection of mail from United States collection boxes located on their routes. When a rural carrier finds unstamped mail in a patron's box, and the requisite amount of money for postage properly wrapped or placed in a coin-holding receptacle, he is required to collect the mail and money and affix the necessary stamps, although patrons are urged to keep themselves provided with stamps or stamped envelopes so that the depositing of unstamped mail may not be necessary.

NOTHING BUT MAIL MATTER IS TO BE PLACED IN RURAL BOXES

Mail boxes on rural routes are intended exclusively for the reception of matter regularly in the mails, and any mailable matter deposited in them is subject to the rules governing the mails, including proper addressing and the payment of postage at the regular rate. Rural carriers are required to take up any mailable matter on which postage has not been paid, which they find in the boxes of rural patrons, and carry it to the post office to be held for postage or disposed of as provided by the regulations.

DELIVERY OF MAIL

METHODS.—Four methods are used for the delivery of mail: (1) The general delivery; (2) through post-office boxes; (3) by carriers in cities where delivery service is in operation; (4) by village, rural, and star route carriers. If patrons so direct, all mail intended for them, however addressed, will be delivered in one of these ways, but if such directions are not given, mail will be delivered as addressed. (See Special Delivery Service, pp. 30, 31, and 32.)

GENERAL DELIVERY.—The general delivery is intended for the use of only those patrons who are not permanently located or who can not, for good and sufficient reasons, receive mail by carrier or through a post-office box. The general delivery should not be used where it is possible to receive mail otherwise. Persons intending to remain for 30 days or more in a city having carrier service should file their names and street address at the post office so that their mail may be delivered by carrier.

Persons applying for mail at the general delivery window, if unknown, may be required to prove their identity, and

residents of cities having carrier service who call at the general delivery may be required to furnish a statement as to name and address and reason for calling at post office for mail instead of receiving it by carrier.

POST-OFFICE BOXES are provided for the convenience of the public in the delivery of mail. Box rents must be paid quarterly in advance. The use of a box is restricted to one individual, family, firm, or corporation.

The renter of a box may have delivered through it mail for his family, transient guests, or boarders, employees who are members of his household, and for a period not to exceed 30 days, mail of a person addressed in his care. Resident guests of a hotel or boarding house may not use the box in the post office rented by the proprietor thereof.

A box rented by a firm may be used for the delivery of its mail, and by the consent of each member of the firm, the individual mail of each, of his household, and of the firm's office employees.

A box rented by a corporation, association, or society may be used for the delivery of mail addressed to it and its officials.

Boxes rented by schools, colleges, or public institutions, if consistent with the rules and usage thereof, may be used for the delivery of mail addressed to officers, students, employees, and inmates.

Mail delivered to post-office boxes shall not be withdrawn and subsequently delivered by carrier, as placing in the box constitutes delivery.

CITY DELIVERY limits can not be extended by postmasters without specific authority from the department. (See sec. 656, Postal Laws and Regulations.) Such authority will be given only when the territory to which it is proposed to extend service is provided with good continuous sidewalks, crosswalks, street lights, and street signs, and when the houses are numbered and provided with mail receptacles, or slots in the doors, for the receipt of mail. Slots are preferred, 1½ by 8 inches in size. Service will not be extended to any block in which less than 50 per cent of the building lots are improved and houses occupied. When two or more building lots constitute the grounds of one residence the plot may be regarded as improved. It is preferable that the new territory be contiguous, but this is not an absolute requirement. Walks of any material, including gravel and cinders, that render them passable throughout the year, are acceptable. Applications for city-delivery service should be presented to the postmaster.

Ordinary mail will not be delivered by carriers above the second floor in office buildings not equipped with elevators, nor to the different rooms or suites on any floor of apartment houses whether or not they are equipped with elevators, nor to the side or back doors of houses. Mail will not be withdrawn in order to deliver it to persons calling at the post office after it has been distributed to carriers except in emergencies. Carriers are not permitted to stop and deliver mail to patrons who meet them on the street unless such delivery can be made without unreasonable delay.

PRIVATE MAIL RECEPTACLES.—Patrons of the city and village delivery service are expected to provide receptacles or to cut slots in the doors of their residences and places of business for the receipt of mail, which will admit of safe delivery in the absence of the addressee and relieve the carrier of the necessity for returning the mail to the post office. Such receptacles are not only a great convenience to the patrons, obviating the necessity of responding to calls at inconvenient moments, but they effect a great saving in carriers' time, thus enabling them to give more expeditious service and reach the patrons on the end of the routes at an earlier hour. **Door slots are preferred.**

DELIVERY BY RURAL AND STAR ROUTE CARRIERS

Ordinary mail shall be delivered only into the boxes of patrons to whom it is addressed, or into the boxes of those duly authorized to receive it. Carriers may deliver mail directly to patrons whom they meet provided the identity of the patrons is known and carriers are not unduly delayed by making the personal delivery. It is essential that patrons on rural and star routes shall provide and maintain standard mail boxes erected in accordance with the regulations of the department if they wish to have the benefit of the delivery and collection of their mail.

RURAL MAIL BOXES

A new type rural mail box of the No. 2 or large size was adopted by the department for use on rural and star routes on and after July 1, 1929.

All approved rural mail boxes formerly in use on rural and star routes may be continued in use so long as they remain weatherproof and serviceable. It is required that patrons on new routes, new patrons on existing routes or extension of such routes, or patrons desiring to provide boxes of sufficient capacity to contain parcel-post mail shall furnish boxes of the new No. 2 design.

DELIVERY OF PARCEL-POST PACKAGES BY RURAL CARRIERS

The regulations of the department require that all ordinary parcel-post packages for patrons on rural routes shall be carried out on the routes on the first trip after their receipt at the post office. Where a patron does not live within hailing distance of the route and is not at the box to receive a parcel that is too large to be placed therein a notice is to be left in the box requesting that the patron meet the carrier on the next trip unless the parcel is called for at the post office in the meantime. Parcels too large to be placed in the boxes of the addressees may **not** be left

outside of them unless the patrons shall by written order filed in the post office request that parcels be delivered in that manner, with the express proviso that the department and the carrier are relieved of all responsibility in case of loss or depredation.

DELIVERY TO ADDRESSEE OR AGENT.—Ordinary mail is delivered to the person addressed or according to his written order. An order to make delivery to another person is implied in cases where the addressee is in the habit of receiving his mail through his clerk, servant, agent, or some member of his family, or other person, and recognizes or acquiesces in such delivery. (See p. 17 as to the delivery of registered mail, which also governs the delivery of insured and C. O. D. mail.)

HUSBAND OR WIFE.—Neither husband nor wife can control the delivery of mail addressed to the other against the wishes of the one to whom it is addressed. In the absence of instructions to the contrary, the wife's letters will be placed with the husband's mail unless they be known to live separately.

MINORS.—The delivery of mail addressed to a minor is subject to the orders of the parent or guardian upon whom the minor is dependent.

PERSONS OF THE SAME NAME.—Where two or more persons of the same name receive mail at the same post office, they should adopt, where practicable, some form of address or other means by which their mail may be distinguished.

OFFICIALS.—Mail addressed to a public official, or to an officer of a corporation, by his title, will be delivered to the person actually holding the office designated in the address, the assumption being that the mail is intended for the officer as such.

PENSIONERS.—Letters **mailed by the disbursing clerk, Bureau of Pensions, with special indorsement referring to the act of August 17, 1912,** will be delivered only to the pensioner addressed or to his or her clerk, servant, or agent, or to some member of the pensioner's family through whom mail is habitually received. Such letters addressed to a pensioner who is dead, or has reenlisted, permanently removed, been placed under guardianship, or, if a widow, has remarried, will be returned to the sender. Such letters can not be officially forwarded and can not be remailed in the original envelope. **(As to special service for other pay-check letters, see current annual Postal Guide.)**

WRONG DELIVERY.—A person receiving mail not intended for him should return it promptly to the post office for proper disposition. If such mail has been opened by mistake it should be indorsed, "Opened by mistake," with the signature of the person receiving it.

SPECIAL-DELIVERY SERVICE

SPECIAL-DELIVERY SERVICE is the prompt handling, transportation, and delivery of mail by messenger during prescribed hours **to points within 1 mile of any post office, or delivery station or branch of such office, and within the city**

or village delivery limits of offices having delivery service where such limits extend in excess of 1 mile from the post office, station, or branch, and by rural carrier to patrons of rural service who reside more than 1 mile from the post office, station, or branch, but within one-half mile of the rural route. All special-delivery mail must be handled and transported in the same manner and with the same expedition as first-class mail.

The law enjoins upon postmasters the duty of routing and delivering special-delivery mail promptly on receipt. It is the purpose of the department to make this service what its name implies—a real special-delivery service—and to this end the cooperation of every postmaster and post-office employee is essential.

DELIVERY.—When ordinary stamps are used, the words "Special delivery" must be placed on the envelope or wrapper directly below, but never on the stamps.

SPECIAL DELIVERY RATES.—(The statute enacted May 29, 1928.)

First-class mail.—In addition to the regular postage:
10 cents on matter weighing not more than 2 pounds.
20 cents on matter weighing more than 2 pounds but not exceeding 10 pounds.
25 cents on matter weighing more than 10 pounds.

All classes of mail except first class.—In addition to the regular postage, and including special handling:
15 cents on matter weighing not more than 2 pounds.
25 cents on matter weighing more than 2 pounds but not more than 10 pounds.
35 cents on matter weighing more than 10 pounds.

FORWARDING.—Special-delivery mail may be forwarded under the same rules as ordinary mail, and is then entitled to special-delivery service unless an attempt was made to effect delivery at the office of original address.

DOES NOT INSURE UNUSUAL SAFETY.—When it is desired to send money or other valuables by special delivery the matter should also be registered or insured. (See pp. 13 and 16.) A special-delivery stamp does not insure unusual safety or a personal delivery to the party addressed.

SPECIAL DELIVERY DEFINED.—The affixing of special-delivery postage at the required rate to matter of the second, third, or fourth class gives such matter precedence over bulk mail and entitles it to prompt distribution, dispatch, and transportation, the same as first-class mail, and also to immediate delivery at the office of destination. (For special handling of fourth-class matter without immediate delivery at the office of address see article on "Special handling," p. 11.)

HOURS OF DELIVERY.—From 7 a. m. to 11 p. m. at city delivery offices, and from 7 a. m. to 7 p. m. at all other offices, or until after the arrival of the last mail, provided that be not later than 9 p m. Special-delivery matter of all classes, including registered and insured, will be delivered on Sundays at all post offices of the first and second classes receiving mail on that day, such deliveries to be made immediately after the receipt of each mail, and at other offices if open on Sunday. Special-delivery service will be performed at all offices on holidays.

RECEIPT MUST BE TAKEN from the person to whom any special-delivery article is personally delivered, but when personal delivery can not be effected and a receipt taken special-delivery ordinary mail may be placed in the usual mail receptacle, and a notice that such mail has been so deposited in the mail box placed under the patron's door. (See sec. 845, Postal Laws and Regulations.) Special-delivery articles which for any cause fail of delivery on the first attempt but which it subsequently develops can be delivered through return of addressee, directory service, etc., shall again be promptly taken out by messenger in all cases where delivery by regular carrier service would be less prompt. The second attempt at delivery must be regarded as part of the work of the messenger and as being covered by fees paid on mail which is delivered on the first attempt, as outlined on pages 4 and 5 of the December, 1927, Supplement to the Postal Guide. Special-delivery articles which finally fail of delivery as such shall be returned to the office and disposed of as ordinary mail in accordance with the regulations.

PERISHABLE MATTER—WHEN SPECIALLY DELIVERED.—Perishable parcels received in any delivery post office on Saturday, or the day before a holiday, after the hour when parcel-post delivery carriers leave the office, or on Sundays or holidays, the contents of which are of such a perishable nature that they can not be held until Monday morning or the day following a holiday, even though they do not bear special-delivery postage, are promptly delivered as special-delivery mail, receipt taken therefor, and the proper special-delivery fee collected from the addressee, as postage due. To avoid such collection from the addressee, all perishable matter mailed so as to reach destination late Saturday afternoon or on a Sunday or a holiday should be mailed as special delivery with the special-delivery postage prepaid and affixed.

INTERNATIONAL MAIL MATTER

LETTERS, POST CARDS, PRINTED MATTER, COMMERCIAL PAPERS, AND SAMPLES OF MERCHANDISE.

RATES OF POSTAGE

LETTERS.—For any destination specially named in table, 2 cents each ounce or fraction. For all other foreign destinations, 5 cents first ounce and 3 cents each additional ounce or fraction. **Weight limit:** 4 pounds 6 ounces, except to Canada and Newfoundland, 60 pounds; to Argentina, Colombia, Dominican Republic, Guatemala, Honduras (Republic), Panama, Paraguay, Spain (including Andorra and the Spanish possessions shown in Note 4) and Uruguay, 8 pounds 12 ounces; and to Mexico, Nicaragua, and Peru, 22 pounds. **Maximum dimensions:** To all foreign destinations, 18 inches in any direction, except when in the form of a roll they are 30 inches in length and 4 inches in diameter.

POST CARDS (Government and private).—Single post cards for places in the table indicated by a *, 1 cent; single post cards for other places named in table, 2 cents; single post cards for all other foreign destinations, 3 cents. **Maximum dimensions:** 6 by 4¼ inches. **Minimum dimensions:** 4 by 2¾ inches. Each half of a double or reply-paid post card must be fully prepaid the rate applicable to a single card.

COMMERCIAL PAPERS.—For all foreign destinations, 1 cent each 2 ounces or fraction, with a minimum charge of 5 cents. **Limit of weight and maximum dimensions:** Same as for printed matter.

PRINTED MATTER (including second-class matter, except when mailed by publishers or registered news agents to certain countries, as explained in note*).—For all foreign destinations, 1 cent each 2 ounces or fraction. **Limit of weight:** 4 pounds 6 ounces in general and 6 pounds 9 ounces for single volumes of printed books, except in the case of certain countries as shown in table. **Maximum dimensions:** 18 inches in any direction, except when in the form of a roll they are 30 by 4 inches for most countries and 40 by 6 inches for certain countries, as shown in table.

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PRINTED MATTER FOR THE BLIND.—For all foreign destinations, 1 cent each 2 pounds 3 ounces or fraction. **Limit of weight:** 6 pounds 9 ounces. **Maximum dimensions:** Same as other printed matter.

SAMPLES OF MERCHANDISE.—For all foreign destinations, 1 cent each 2 ounces or fraction, with a minimum charge of 2 cents. **Limit of weight:** 18 ounces. **Maximum dimensions:** 18 inches in length, 8 inches in width, and 4 inches in thickness, except when in the form of a roll they are 18 by 6 inches.

EIGHT-OUNCE MERCHANDISE PACKAGES.—Packages of merchandise weighing 8 ounces or less, for Argentina, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Honduras (Republic), Mexico, Newfoundland, Panama, Paraguay, Peru, Salvador (El), Spain and possessions, and Uruguay, 1½ cents for each 2 ounces or fraction thereof, except that when the contents consists of seeds, scions, plants, cuttings, bulbs, and roots the rate is 1 cent for each 2 ounces or fraction. (This is not parcel post, and packages must not have customs declarations attached.)

PREPAYMENT.—Letters (see "business" letters below) and post cards for places in the table indicated by a * must be prepaid at least one full rate. Postage on other articles (including reply post cards) for all foreign destinations must be fully prepaid. "Business" letters which are short-paid are returned to the senders for the necessary postage.

REGISTRATION FEE.—For all foreign destinations, 15 cents in addition to postage. When a **return receipt** is requested at the time of mailing, there is an additional charge of 5 cents therefor, and a charge of 10 cents when requested after mailing.

INDEMNITY.—In case of the **loss** of a registered article in the **Postal Union** mails, the sender is entitled to an indemnity of 50 francs or its equivalent in United States money in accordance with the provisions of the **Universal** Postal Union Convention in effect at the time of mailing. However, in case of the **loss** of a registered article mailed under the provisions of the Pan American Postal Union Principal Convention of Mexico, the sender will have the right to indemnity in a sum which in no case may be higher than $3.85. The limit of indemnity payable for the loss of **registered** mail exchanged with Canada and Newfoundland is $25 for any one article.

Country, colony, or island	Printed matter and commercial papers		
	Limits of weight		Maximum dimensions, 18 inches in any direction except as below when in the form of a roll
	In general	Single volumes of printed books	
	Lbs. oz.	*Lbs. oz.*	*Inches*
Andorra (Republic)*	8 12	11 --	40 by 6
Anguilla	4 6	6 9	30 by 4
Antigua	4 6	6 9	30 by 4
Argentina *	8 12	11 --	40 by 6
Aruba	4 6	6 9	30 by 4
Bahamas	4 6	6 9	30 by 4
Barbados	4 6	6 9	30 by 4
Barbuda	4 6	6 9	30 by 4
Balearic Islands *	8 12	11 --	40 by 6
Bermuda	4 6	6 9	30 by 4
Bolivia *	8 12	11 --	40 by 6
Bonaire	4 6	6 9	30 by 4
Brazil *	8 12	11 --	40 by 6
British Guiana	4 6	6 9	30 by 4
British Honduras	4 6	6 9	30 by 4
Caicos Island	4 6	6 9	30 by 4
Canada *	[1] 4 6	11 --	30 by 4
Canary Islands *	8 12	11 --	40 by 6
Cayman Islands	4 6	6 9	30 by 4
Chile *	8 12	11 --	40 by 6
Colombia *	8 12	11 --	40 by 6
Cook Islands	4 6	6 9	30 by 4
Costa Rica *	8 12	11 --	40 by 6
Cuba *	[1] 8 12	None.	40 by 6

* PUBLISHERS' RATES.—The following applies to second-class matter when *mailed by publishers and registered news agents:* Daily newspapers issued and mailed as frequently as six times a week to bona fide subscribers in Canada and Newfoundland and all second-class matter to the other countries indicated by a *, are subject to the postage rates prescribed in pars. 1, 2, 4, and 4½ of sec. 412, Postal Laws and Regulations, 1924. Other second-class matter mailed to Canada and Newfoundland is subject to the postage rate of 1 cent for each 4 ounces or fraction thereof and prepaid by postage stamps affixed.

[1] There is no limit of weight for second-class matter sent to Canada, Cuba, Mexico, Newfoundland, and Panama by publishers or registered news agents.

Country, colony, or island	Printed matter and commercial papers		
	Limits of weight		Maximum dimensions, 18 inches in any direction except as below when in the form of a roll
	In general	Single volumes of printed books	
	Lbs. oz.	*Lbs. oz.*	*Inches*
Curacao	4 6	6 9	30 by 4
Dominica	4 6	6 9	30 by 4
Dominican Republic *	8 12	11 --	40 by 6
Dutch West Indies [2]	4 6	6 9	30 by 4
Ecuador *	8 12	11 --	40 by 6
England	4 6	6 9	30 by 4
Grenada	4 6	6 9	30 by 4
Grenadines	4 6	6 9	30 by 4
Guatemala *	8 12	11 --	40 by 6
Haiti *	8 12	11 --	40 by 6
Honduras (Republic)*	8 12	11 --	40 by 6
Ireland, northern	4 6	6 9	30 by 4
Irish Free State	4 6	6 9	30 by 4
Jamaica	4 6	6 9	30 by 4
Labrador (see Newfoundland).			
Leeward Islands [3]	4 6	6 9	30 by 4
Mexico *	[1] 8 12	None.	40 by 6
Montserrat	4 6	6 9	30 by 4

* PUBLISHERS' RATES.—The following applies to second-class matter when *mailed by publishers and registered news agents:* Daily newspapers issued and mailed as frequently as six times a week to bona fide subscribers in Canada and Newfoundland and all second-class matter to the other countries indicated by a *, are subject to the postage rates prescribed in pars. 1, 2, 4, and 4½ of sec. 412, Postal Laws and Regulations, 1924. Other second-class matter mailed to Canada and Newfoundland is subject to the postage rate of 1 cent for each 4 ounces or fraction thereof and prepaid by postage stamps affixed.

[1] There is no limit of weight for second-class matter sent to Canada, Cuba, Mexico, Newfoundland, and Panama by publishers or registered news agents.

[2] DUTCH (NETHERLANDS) WEST INDIES: Aruba, Bonaire, Curacao, Saba, St. Eustatius, and the Dutch part of St. Martins.

[3] LEEWARD ISLANDS: Anguilla, Antigua, Barbuda, Dominica, Montserrat, Nevis, Redonda, St. Christopher, or St. Kitts, and Virgin Islands (British).

Country, colony, or island	Printed matter and commercial papers		
	Limits of weight		Maximum dimensions, 18 inches in any direction except as below when in the form of a roll
	In general	Single volumes of printed books	
	Lbs. oz.	*Lbs. oz.*	*Inches*
Nevis	4 6	6 9	30 by 4
Netherlands West Indies [2]	4 6	6 9	30 by 4
Newfoundland*	[1] 4 6	11 --	30 by 4
New Zealand	4 6	6 9	30 by 4
Nicaragua*	8 12	11 --	40 by 6
Panama*	[1] 8 12	None.	40 by 6
Paraguay*	8 12	11 --	40 by 6
Peru*	8 12	11 --	40 by 6
Redonda	4 6	6 9	30 by 4
Saba	4 6	6 9	30 by 4
St. Christopher	4 6	6 9	30 by 4
St. Eustatius	4 6	6 9	30 by 4
St. Kitts	4 6	6 9	30 by 4
St. Lucia	4 6	6 9	30 by 4
St. Martins, Dutch part of	4 6	6 9	30 by 4
St. Vincent	4 6	6 9	30 by 4
Salvador (El)*	8 12	None.	40 by 6
Samoa, Western (British)	4 6	6 9	30 by 4
Scotland	4 6	6 9	30 by 4

* PUBLISHERS' RATES.—The following applies to second-class matter when *mailed by publishers and registered news agents:* Daily newspapers issued and mailed as frequently as six times a week to bona fide subscribers in Canada and Newfoundland and all second-class matter to the other countries indicated by a *, are subject to the postage rates prescribed in pars. 1, 2, 4, and 4½ of sec. 412, Postal Laws and Regulations, 1924. Other second-class matter mailed to Canada and Newfoundland is subject to the postage rate of 1 cent for each 4 ounces or fraction thereof and prepaid by postage stamps affixed.

[1] There is no limit of weight for second-class matter sent to Canada, Cuba, Mexico, Newfoundland, and Panama by publishers or registered news agents.

[2] DUTCH (NETHERLANDS) WEST INDIES: Aruba, Bonaire, Curacao, Saba, St. Eustatius, and the Dutch part of St. Martins.

Country, colony, or island	Printed matter and commercial papers				
	Limits of weight				Maximum dimensions, 18 inches in any direction except as below when in the form of a roll
	In general		Single volumes of printed books		
	Lbs.	*oz.*	*Lbs.*	*oz.*	*Inches*
Spain and certain Spanish possessions* [4]	8	12	11	--	40 by 6
Tobago	4	6	6	9	30 by 4
Trinidad	4	6	6	9	30 by 4
Turks Islands	4	6	6	9	30 by 4
Uruguay*	8	12	11	--	40 by 6
Venezuela*	8	12	11	--	40 by 6
Virgin Islands, British	4	6	6	9	30 by 4
Wales	4	6	6	9	30 by 4
Windward Islands [5]	4	6	6	9	30 by 4
All other foreign destinations not listed above	4	6	6	9	30 by 4

* PUBLISHERS' RATES.—The following applies to second-class matter when *mailed by publishers and registered news agents:* Daily newspapers issued and mailed as frequently as six times a week to bona fide subscribers in Canada and Newfoundland and all second-class matter to the other countries indicated by a *, are subject to the postage rates prescribed in pars. 1, 2, 4, and 4½ of sec. 412, Postal Laws and Regulations, 1924. Other second-class matter mailed to Canada and Newfoundland is subject to the postage rate of 1 cent for each 4 ounces or fraction thereof and prepaid by postage stamps affixed.

[4] SPANISH POSSESSIONS: Balearic Islands, Canary Islands, Alhucemas Island, Ceuta, Chaferinas or Zafaranl Islands, Melilla, Penon de Velez de la Gomera, and Tangier, also Andorra via Spain.

[5] WINDWARD ISLANDS: Grenada, Grenadines, St. Lucia, and St. Vincent.

INTERNATIONAL REPLY COUPONS.—A "reply coupon" may be purchased (price, 9 cents) at post offices, which, upon presentation at a post office in any of the countries of the Universal Postal Union (except Persia and Uruguay) will entitle the person presenting the coupon to receive (without charge) a postage stamp or postage stamps of that country of sufficient value to prepay a letter of the first unit

of weight from the country of origin of the letter addressed to a country abroad. By this arrangement a person in the United States can furnish his correspondent with a postage stamp with which to prepay postage on a reply to his letter.

Exchange must be made before the expiration of the sixth month following that of issue.

PROHIBITED ARTICLES.—All articles not admissible to the domestic mails are excluded from the foreign mails.

Certain articles other than those in the above category are prohibited transmission in the mails for foreign countries, detailed information concerning which can be obtained by inquiry of postmasters or by reference to the United States Official Postal Guide.

POSTAGE DUE.—Letters with postage wholly unpaid and articles of all kinds with insufficient postage paid are chargeable on delivery with double the amount of the deficient postage.

FORWARDING.—Mail matter of all kinds received from any foreign country will be forwarded, at the request of the addressee, from one post office to another, and, in the case of articles other than parcel post packages, to any foreign country, without additional charge for postage.

RETURN.—Letters and other articles of apparent value, if undeliverable, are returned to or from the country of origin without extra charge, except in the case of foreign parcel-post packages.

AIR-MAIL SERVICE.—See current Official Postal Guide and monthly supplements for information respecting international air-mail service.

SPECIAL-DELIVERY SERVICE is now in force with the following countries:

Argentina.
Australia.
Austria.
Bahamas.
Belgium.
British Guiana.
British Honduras (Belize only).
Canada (letters only).
China.
Cuba.
Czechoslovakia.
Danzig.
Denmark.
Dominican Republic.
Ecuador.
Estonia.
Finland.
France.
Germany.
Great Britain.
Guatemala.
Hungary.
Irish Free State.
Italy.
Japan.
Lithuania.
Mexico.
Netherlands, The.
Newfoundland, including Labrador (letters only).
Northern Ireland.
Norway.
Palestine.
Panama.
Paraguay.
Poland.
Portugal.
Sweden.
Switzerland.

An article intended for special delivery in any of the countries mentioned above **must be prepaid 20 cents,** in addition to the regular postage, by United States special delivery or other stamps affixed to the cover. There should also be

affixed to the cover an "Exprès (special delivery)" label (Form 2977), see facsimile of form below, or the cover must be marked boldly in red ink "Exprès" directly below but never on the stamps.

EXPRÈS
Special Delivery
2977

Insufficiently prepaid articles intended by the senders for special delivery in the said countries, posted in letter boxes and drops, should be marked by postmasters "Not in special-delivery mail" and dispatched onward to destination as ordinary mail matter whenever such articles can not be returned to the sender for the deficiency in fee without seriously delaying the dispatch thereof.

Delivery is effected in the various countries according to the special-delivery regulations in force in the country of destination.

Articles mailed in the said countries which are intended for special delivery in this service will be marked "Exprès" or have labels affixed bearing that word, and will be subject to the same conditions in their delivery as special-delivery articles in the domestic service, attention being invited especially in this connection to section 1043, Postal Laws and Regulations, concerning the holding at the post office, to be called for by the addressee, of special-delivery mail which is registered and is believed to contain large sums of money or securities that can not be delivered without unusual risk.

MERCHANDISE FORWARDED IN LETTERS OR PACKAGES PREPAID AT THE LETTER RATE OF POSTAGE.—Under a provision of the Stockholm Convention, articles liable to customs duties may now be inclosed in letters or packages prepaid at the letter rate, in the event that the importation of such articles in the form of letters is permitted by the country of destination, and provided there is affixed to each such package or letter a green label (Form Dquater), Form 2976, showing that the articles are to be submitted to the customs authorities for examination. A customs declaration properly completed or an invoice must also be inclosed in the package.

Merchandise may be sent at the letter rate to the following countries provided the green label is affixed to the envelope or wrapper. See facsimile of Form Dquater (Form 2976) below.

Dquater
CUSTOMS
(Douane)
May Be Officially Opened
(Peut etre ouvert d'office)
2976 GPO 5—9120

Albania.
Algeria.
Antigua.
Argentina.
Ascension.
Australia (including States of New South Wales, Queensland, South Australia, Tasmania, Victoria, and Western Australia, Lord Howe Island, Thursday Island, and Norfolk Island).
Austria.
Azores.
Bahamas.
Barbados.
Beechuanaland Protectorate.
Belgian Congo.
Belgium.
Bermuda.
British Guiana.
British post office in Tangier.
Bulgaria.
Cameroons (French).
Canada.
Cape Verde Islands.
Ceylon.
Chile.
Cuba.
Czechoslovakia.
Dahomey.
Danzig (Free City).
Denmark.
Dominica.
Dutch Guiana.
Dutch (Netherland) West Indies. (Aruba Bonaire, Curacao, Saba, St. Eustatius and the Dutch part of St. Martins.)
Ecuador.
Egypt (not including Anglo-Egyptian Sudan).
Estonia.
Ethiopia (Abyssinia).
Finland.
France (including Alsace, Lorraine, and Monaco).
French Equatorial Africa (including Gabon Moyen [Middle] Congo, Oubangui-Chari, and Tchad).

French Guiana.
French Settlements in India. (Chendernagore, Karikal, Mahe, Pondichery, and Yanoan.)
French Settlements in Oceania. (Gambier Archipelago, Marquesas Islands, Tuamotu, Leeward Islands (French), Society Islands, and Tubuai.)
French Somaliland.
French Sudan.
French Togoland.
Gambia.
Germany.
Gibraltar.
Gilbert and Ellice Islands.
Great Britain and Northern Ireland (only bona fide trade samples of certain articles liable to customs duty).
Greenland.
Grenada and Grenadines.
Guadeloupe (including the islands of Desirade, Les Saintes, Marie Galante, Petite Terre, St. Bartholomew (Barthelemy), and the French part of St. Martins).
Guatemala.
Haiti.
Honduras (Republic of).
Hungary.
Iceland.
India, British (including the Andaman Islands, agencies in Tibet [Gyang-tse, Pharijong, and Yatung (Chumbi), only], and certain places on the Persian Gulf, viz, Bahrein, Dubai, and Muscat, and the Indian Postal Agencies at Guadur and Pasni).
Iraq (Mesopotamia (including Kuwait).
Ivory Coast.
Jamaica (including Cayman Islands).
Kenya and Uganda.
Latvia.
Leeward Islands (Antigua, Anguilla, Barbuda, Dominica, Montserrat, Nevis, Redonda, St. Christopher, Virgin Islands, British).
Lithuania (including Memel Territory).
Luxemburg (Grand Duchy).
Macao.
Madagascar and Dependencies: (a) Madagascar, Ste. Marie-de-Madagascar, Nossi-be, (b) Comoro Islands (Mayotte, Grand Comoro, Anjouan, and Moheli).
Malta.
Martinique. (See note.)
Mauritania.
Mauritius and Dependencies.
Mexico.
Montserrat.
Morocco (French).
Netherlands, The.
Nevis.
New Caledonia (including Isle of Pines, Loyalty Islands, Huan Islands, Futuna and Aloft Islands, and the Wallis Islands).

Newfoundland (including Labrador).
New Zealand (including Cook Islands) and also embracing Danger (Puka-Puka), Manihiki, Palmerston (Avarua), Penrhyn (Tongareva), Rakaanga, Savage (Niue), and Suwarrow Islands.
Nigeria.
North Borneo (State of).
Nyasaland Protectorate.
Palestine.
Papua (British New Guinea).
Persia. (See note).
Peru.
Poland.
Portugal.
Portuguese East Africa (Mozambique).
Portuguese India.
Portuguese Timor.
Portuguese West Africa (Angola, Guinea, St. Thomas, and Princes Islands).
Reunion (Burbon) Island.
Rhodesia, Southern.
Rumania.
Salvador (El).
St. Christopher (St Kitts).
St. Helena.
St. Lucia.
St. Pierre and Miquelon.
St. Vincent.
Sarre Territory.
Sarawak.
Senegal.
Serbs, Croats, and Slovenes, Kingdom of.
Seychelles
Siam.
Sierra Leone.
Solomon Islands (including Bougainville and Buka).
Southwest Africa Protectorate.
Sweden.
Switzerland (including Liechtenstein).
Syria (Republic of Lebanon, States of Syria, and Alaouites).
Tanganyika Territory.
Trinidad and Tobago.
Tunis.
Turks and Caicos Islands.
Union of South Africa—(Provinces of Cape of Good Hope, Natal [including Zululand and Amatongaland], Orange Free State and Transvaal) (also British Bechuanaland, Swazirland, and Basutoland).
Upper Volta
Virgin Islands (British).
Windward Islands (Grenada, Grenadines, St. Lucia, St. Vincent).
Zanzibar and Pemba.

NOTE.—The importation of dutiable articles into Martinique in letters or letter packages is subject to the ob-

taining of an authorization delivered prior to the mailing, at the request of the importers, by the chief of the customs service.

Dutiable articles imported into Persia in letters or letter packages are subject to the collection from the addressees of the Persian domestic postage to cover the cost of the rapid mail service between the border office and the place of destination.

DUTIABLE ARTICLES WILL NOT BE ACCEPTED FOR DISPATCH IN THE letter mails for the following countries. Dutiable articles will be accepted at the risk of the sender when addressed to those countries not mentioned in either list.

Afghanistan (Kabul and Kandahar).
Anglo-Egyptian Sudan.
Bolivia.
Brazil.
British Honduras.
British Somaliland.
Brunei.
China.
Colombia.
Cyprus.
Cyrenaica.
Dominican Republic.
Dutch (Netherlands) East Indies (including the islands of Bali, Banka, Billiton, Dutch Borneo, Celebes, Java, Little Soenda (Sunda), Madura Moluccas (Moloques), Rhio (Riouw), Sumatra, Dutch Timor, and Dutch New Guinea).
Eritrea.
Falkland Islands (including South Georgia).
Federated Malay States.
French Guinea.
French offices in Egypt.
Gold Coast Colony.
Great Britain and Northern Ireland (except bona fide trade samples of certain articles liable to customs duty as stated in the subitem, "Prohibitions of the item Great Britain and Northern Ireland".) (See Official Postal Guide.)
Greece.
Hejaz and Nejd and Dependencies.
Hong Kong.
Irish Free State.
Italy.
Italian colonies of Somaliland, Cyrenaica, Eritrea Transjubuland, and Tripolitania.
Japan and Japanese Dependencies.
Labuan.
Morocco (Spanish Zone).
Niger.
Non-Federated Malay States of Kedah (Perlis), Kelantan, and Johore.
Norway.
Republic of San Marino.

Rhodesia, Northern.
Spain.
Spanish post office of Tangier (Spanish colonies of Villa Cisneros (Rio de Oro), including the territories of Cabo Jubo and La Aguera (Cabo Blanco), Spanish colonies of the Gulf of Guinea, including the Territory of Muni. (Fernando Po).
Straits Settlements.
Turkey.
Union of the Socialistic Soviet Republics.
Uruguay.
Venezuela.

Detailed information respecting Postal Union mails may be obtained from Official Postal Guide.

INTERNATIONAL PARCEL POST

COUNTRIES.—Packages of mailable merchandise may be transmitted by parcel post to practically all countries of the world.

For information respecting those countries which permit the exchange of insured parcels, see the current Official Postal Guide. At the present time C. O. D. service is restricted to parcels exchanged with Austria and Mexico.

ALLOWABLE DIMENSIONS (general).—Greatest length, 3½ feet; greatest length and girth combined, 6 feet, except to certain countries, information concerning which may be obtained from the Official Postal Guide.

POSTAGE.—The postage rate for all countries, colonies, and places is 14 cents a pound or fraction of a pound, with the exception of those parcels addressed for delivery in Guadeloupe, Haiti, and Japan (including Caroline, Marian (except Guam), and Marshall (except Nauru) Islands), to which countries the postage rate is 12 cents a pound or fraction of a pound. Also, to those countries which have ratified the Pan American Parcel Post Convention of Mexico, the rate is 13 cents for the first pound and 12 cents for each additional pound or fraction of a pound, plus 5 cents additional per parcel up to 22 pounds (50 pounds in the case of Panama; 11 pounds in the case of Spain), as a surcharge.

Some countries require transit charges in addition to the postage rates indicated above, information concerning which may be obtained from the United States Official Postal Guide, which may be consulted at any United States Post Office or post-office station. Postage rates, surcharges, and transit charges, when necessary, must be fully prepaid by postage stamps affixed.

REGISTRATION AND INSURANCE.—Parcels may be registered or insured to a number of foreign countries by paying the required postage, which is in addition to the registry or insurance fee applicable to the particular country concerned. (See Official Postal Guide for countries permitting registration and insurance.)

ALTERNATIVE DISPOSITION.—The sender of a parcel-post package for any one of the countries and places named below may (and in some cases must) give instructions at the

time of mailing that the parcel, if undeliverable as originally addressed, is to be either (1) tendered for delivery at a second address in the country of destination, (2) treated as abandoned, or (3) returned to the sender. In case the sender takes advantage of this facility, his request must be indicated by means of an indorsement on the wrapper of the parcel or on a paster affixed thereto. The sender's request must also be indicated on the dispatch note, in the case of parcels for those countries which require dispatch notes, or on the customs declaration, in the case of parcels for other countries. If the shape or size of the parcel makes it impracticable to show such instructions on the wrapper, an additional dispatch note or customs declaration, as the case may be, showing the proper indorsement must be furnished. The indorsement must be in one of the following forms:

(*a*) If undeliverable as addressed, deliver to ——.
(*b*) If undeliverable as addressed, abandon.
(*c*) If undeliverable as addressed, return to sender.

When the printed instructions on the customs declaration or the wrapper are employed, such of the instructions as are not used should be obliterated.

Aden.
Anglo-Egyptian Sudan.
Argentina (compulsory requirement).
Ascension
Australia.
Austria.
Bahamas.
Barbados.
Belgian Congo (via Belgium).
Belgian Congo (via England).
Belgium.
Bermuda.
Bolivia.
Brazil (compulsory requirement).
British Guiana.
British Honduras.
British Somaliland.
Bulgaria
Canada.
Cape Verde Islands.
Ceylon.
Chile.
China (including Manchuria).
Colombia.
Costa Rica.
Curacao.
Cyprus.
Czecholovakia.
Danzig, Free City of.
Denmark (including Faroe Islands, Greenland, and Iceland).
Dominican Republic.
Dutch (Netherlands) East Indies
Ecuador.
Egypt.
Estonia (compulsory requirement).
Federated Malay States.
Fiji Islands.
Finland.
France (including) Alsace-Lorraine and Monaco).
French Indo-China.
Gambia.
Germany.
Gibraltar.
Gold Coast Colony.
Great Britain.
Greece.
Grenada.
Guadeloupe.
Guatemala.
Honduras (Republic of).
Hong Kong.
Hungary.
India, British.
Iraq (Mesopotamia).
Ireland (Northern).
Irish Free State.
Italy.
Jamacia.
Japan
Kenya and Uganda.
Latvia.

Leeward Islands (Antigua with Barbuda and Redonda, St. Kitts or St. Christopher, Nevis with Anguilla, Dominica, Montserrat, and the Virgin Islands, British).
Lithuania.
Luxemburg.
Macao.
Malta.
Mauritius.
Mexico
Mozambique.
Netherlands.
Newfoundland (including Labrador).
New Zealand.
Nicaragua.
Nigeria.
Non-Federated Malay States.
North Borneo (State of).
Norway.
Nyasaland Protectorate.
Palestine.
Panama.
Paraguay.
Peru.
Poland (compulsory requirement).
Portugal.
Portuguese East Africa (Mozambique).
Portuguese West Africa.
Rhodesia, Northern.
Rhodesia, Southern.
Rumania.
St. Helena.
St. Pierre and Miquelon.
Salvador (El) (compulsory requirement).
Sarawak.
Seychelles.
Siam.
Sierra Leone.
Spain (including Balearic Islands, Canary Islands, and Spanish Zone of Morocco.
Straits Settlements.
Sweden.
Tanganyika Territory.
Trinidad (including Tobago).
Turkey.
Union of Socialistic Soviet Republics (compulsory requirement).
Union of South Africa.
Uruguay.
Venezuela.
Windward Islands (Grenada, St. Vincent, Grenadines, and St. Lucia).
Zanzibar and Pemba.

Parcels which are not marked as indicated above will be returned to the sender at his expense.

A parcel received from a foreign country accompanied by a declaration similar to "(*b*)" will be treated as abandoned at the expiration of 30 days, unless it is refused by the addressee, in which case it will be regarded as abandoned immediately upon being refused.

A parcel bearing request for delivery to a second address in the event of nondelivery as originally addressed, similar to "(*a*)" above, will be held at the disposal of the first addressee for 15 days in the case of most countries; see Postal Guide for exceptions, and at the disposal of the second addressee for the same period, when, if still undeliverable, the parcel will be returned to origin. However, a parcel which is refused by the addressee before the expiration of the period for its retention, or the fact is established that delivery can not be effected as originally addressed, will immediately upon such refusal or nondelivery be appropriately indorsed and offered or forwarded to the second addressee. If refused by the latter before the expiration of the period of detention, the parcel will be returned to the sender forthwith.

SEALING.—Parcels addressed for delivery in the following countries *must* be sealed with wax, lead seals, or otherwise:

Albania.
Algeria.
Anglo-Egyptian Sudan.
Argentina.
Austria (insured).
Bolivia
Brazil.
Bulgaria.
Cape Verde Islands (registered or insured).
Ceylon.
Chile.
Colombia.
Costa Rica.
Dominican Republic.
Dutch (Netherlands) East Indies.
Ecuador.
Egypt.
Estonia.
Finland.
France
French Equatorial Africa.
French Guiana.
Germany (registered).
Great Britain and Northern Ireland (insured).
Greece.
Guatemala.
Haiti.
Honduras, Republic of.
Hungary (insured).
Iraq.
Irish Free State (insured).
Italy.
Lithuania.
Macao (registered or insured).
Mexico.
Netherlands (registered or insured).
Nicaragua.
Norway (insured).
Palestine.
Panama.
Paraguay.
Persia.
Peru.
Portugal (including Azores and Madeira—registered or insured).
Portuguese West Africa (registered and insured).
Salvador, El.
Spain.
Straits Settlements (insured).
Switzerland.
Syria.
Union of Socialistic Soviet Republics.
Uruguay.
Venezuela.

Parcels addressed for delivery in the following countries *may* be sealed with wax, lead seals, or otherwise:

Australia.
Austria (ordinary).
Bahamas
Barbados.
Belgium.
Bermuda.
British Guiana.
Canada.
Cape Verde Islands (ordinary).
China.
Cyprus.
Czechoslovakia.
Danzig.
Denmark.
Dutch (Netherlands) West Indies.
Federated Malay States.
Fiji Islands.
French Indo-China.
French Settlements in Oceania.
Germany (ordinary parcels).
Gibraltar.
Gold Coast Colony.
Great Britain and Northern Ireland (ordinary).
Hong Kong.
Hungary (ordinary).
Iceland.
India (British).
Irish Free State (ordinary).
Jamaica.
Japan.
Leeward Islands.
Luxemburg.

Macao (ordinary).
Madagascar and dependencies.
Martinique.
Mauritius.
Netherlands (ordinary).
Newfoundland (parcels of more than ordinary value).
New Zealand.
Norway (ordinary).
Poland.
Portugal (including Azores and Madeira Islands—ordinary).
Portuguese East Africa.
Portuguese West Africa (ordinary).
Rumania.
Sarre Territory.
St. Pierre and Miquelon.
Serbs, Croats and Slovenes (Kingdom of).
Siam.
Sierra Leone.
Straits Settlements (ordinary).
Sweden.
Trinidad and Tobago.
Union of South Africa.

GROUP SHIPMENTS.—The "group shipment" of parcel-post packages is an arrangement by which senders of parcel-post packages mailed in this country and addressed for delivery in certain foreign countries have the option of attaching a single customs declaration (Form 2966) (in a few cases a single set, composed of two or three identical customs declarations, is required) to only one parcel of a consignment consisting of any number of parcels mailed simultaneously by the same sender to the same addressee at one address.

Countries (or islands) to which group shipments may be sent are:

Anguilla.
Antigua.
Argentina [1] (limited to three parcels).
Aruba.
Bahamas.
Barbados.
Barbuda.
Bermuda.
Bonaire.
British Honduras.
British Somaliland.
Bulgaria.
Cameroons (British Zone).
Cape Verde Islands (limited to three parcels).
Chile.[1]
Curacao.
Cyprus.
Dominica.
Dominican Republic.
Dutch Guiana.
Dutch West Indies.
Ecuador.
Federated Malay States.
Fiji Islands.
Finland.
French Guiana.
Gibraltar.
Great Britain and Northern Ireland (uninsured parcels).
Greece, including Crete (limited to three parcels).
Grenada.
Grenadines.
Guadeloupe.
Guatemala.
Hong Kong.
Iraq.[2]
Japan.
Leeward Islands.
Luxemburg.
Malta.

[1] One set (composed of two) of customs declarations is required.
[2] One set (composed of three) of customs declarations is required.

Mesopotamia [2]
Mexico.
Montserrat.
Mozambique.
Netherlands [1]
Nevis.
New Zealand.
Nigeria.
North Borneo (State of).
Nyasaland Protectorate.
Paraguay.
Portuguese East Africa.
Portuguese West Africa (limited to three parcels).
Redonda.
Saba.
St. Christopher.
St. Eustatius.
St. Kitts.
St. Lucia.
St. Martins (Dutch part).
St. Pierre-Miquelon.
St. Vincent.
Salvador, El.[1]
Siam.
Switzerland.
Tobago.
Trinidad.
Uruguay.
Virgin Islands (British).
Windward Islands.

Under the group shipment arrangement, each parcel must be clearly marked with a fractional number, the numerator of which will indicate, in Arabic figures, the number of the parcel, and the denominator the number of parcels comprising the shipment. For example, if a single shipment were composed of 12 parcels, each would be numbered, respectively 1/12, 2/12, 3/12, etc.

The customs declaration (or declarations, where a set is required) must be SECURELY attached to one of the parcels, inasmuch as, in the event that single customs declaration is lost, advice as to the entire shipment would be unavailable in the absence of the consular invoice, which is not required in all cases.

The total number of parcels comprised in a shipment must invariably be indicated on the customs declaration. On parcels for Guadeloupe and Mexico the customs declaration must also show, separately, the contents of each parcel opposite the proper reference. For example, for a shipment composed of five parcels: Contents of 1/5----------, Contents of 2/5----------, etc.

While a group shipment to Argentina is limited to three parcels, there may be any number of 3-parcel groups provided each parcel in a group is numbered 1, 2, or 3, as identification numbers, and each group is indicated by a letter (a, b, c, and so on). For example, when there are two groups of three parcels each, the parcels should be marked "a–1," "a–2," "a–3," and "b–1," "b–2," "b–3."

INDEMNITY.—Indemnity for actual value in amount claimed up to 50 francs is paid for the loss, rifling, or damage of registered parcel-post packages addressed to Cape Verde Islands, Chile, Denmark (including Faroe Islands and Greenland), Finland, Iceland, Kingdom of the Serbs, Croats and Slovenes, Latvia, Mexico, Portuguese West Africa, Salvador (El), Sweden, and Switzerland, unless the loss, rifling, or damage is due to force majeure as that term

[1] One set (composed of two) of customs declarations is required.
[2] One set (composed of three) of customs declarations is required.

is construed by the country in which the loss, rifling, or damage occurred.

Indemnity for actual value in amount claimed up to $100 is paid for the loss, rifling, or damage of registered parcel-post packages exchanged with Germany, Macao, and the Netherlands; up to $50 in the case of the loss, rifling, or damage of registered parcels exchanged with Ecuador and Portugal (including Madeira and the Azores).

Indemnity for actual value in amount claimed up to $100 is paid for the **total loss** (wrapper and contents) of registered C. O. D. parcels exchanged with Mexico, and for the loss, rifling, or damage of C. O. D. parcels exchanged with Austria, or in an amount to represent the C. O. D. charges borne by the parcel.

Indemnity is not paid in connection with registered parcel-post packages addressed to any other foreign country.

Indemnity for the actual value in the amount claimed, not exceeding $100, is paid for the loss, rifling, or damage of insured parcel-post packages exchanged with Austria, Canada, Great Britain, and Northern Ireland, Hungary, the Leeward Islands, Macao, the Netherlands, Newfoundland (including Labrador), Indo-China, the Irish Free State, Italy, Norway, and Straits Settlements. In the case of Ecuador and Portugal (including Madeira and the Azores), however, the maximum amount of indemnity allowable for loss, rifling, or damage of insured parcels is $50, while in the case of parcels destined for delivery in Cape Verde Islands and Portuguese West Africa the amount allowable for the loss, rifling, or damage is $9.65.

Indemnity for actual value in amount claimed up to $4.83 is paid for the loss, rifling, or damage of ordinary parcel-post packages exchanged with certain Pan American countries and not exceeding 11 pounds in weight; up to $9.65 for parcels weighing in excess of 11 pounds.

Claims for indemnity for registered parcel-post packages addressed for delivery in Chile, Mexico, Salvador (El), and the Kingdom of the Serbs, Croats and Slovenes will not be allowed in those instances where the postal administrations of the countries mentioned have a clear receipt from the addressee and complaint of shortage or damage was not made at the time the article was accepted by the addressee or his authorized representative. For information concerning Switzerland see Official Postal Guide.

MANNER OF MAILING PARCEL-POST PACKAGES.—Parcel-post packages must be mailed at the post office and should not be deposited in letter boxes.

Detailed information may be obtained from Official Postal Guide.

MISCELLANEOUS

ALASKA.—All mails for Alaska are dispatched from Seattle, Wash. During the season of navigation all classes of mail are dispatched. During the winter season (from about October 1 to May 1), on account of the difficulty of transportation, the dispatch of mail for Alaska, except for offices on the southern coast and those supplied by railroads, is limited, preference being given, first, to letters in their usual and ordinary form, postal cards, and packages of seeds not exceeding 1 pound per package; second, to single newspapers and magazines addressed to public libraries, newspaper publishers, and to individuals. Books, catalogues, newspapers, and periodicals sent to dealers for purposes of trade or otherwise, and merchandise (parcel-post matter), except packages of seeds not exceeding 1 pound per package, can not be forwarded to interior offices during the winter season. But, as an exception to the foregoing, when the weight limit of mail for dispatch will permit, articles of merchandise, not exceeding a few ounces each, as the proper officers of the service have reason to believe contain articles of urgent necessity, such as eyeglasses, medicines, etc., for individual use, but not intended primarily for trade, may be inclosed in the mails for dispatch. Offices in Alaska to which only a limited amount of mail may be sent in winter are designated "R" in the State list of post offices, as shown in the Official Postal Guide.

All mails for Alaska will be accepted at the office of mailing with the understanding that transportation will be subject to the above conditions.

COMPLAINTS AND INQUIRIES.—All complaints and inquiries in regard to mail should be addressed to the postmaster, and should state to whom and to what post office the mail matter was addressed, the name and full address of the writer or sender, the date and place of mailing, and a brief description of the contents; and, whenever possible, they should be accompanied by the envelope or wrapper of the piece of mail to which the complaint refers.

An early report should be made relative to lost or missing mail of any description. If the postmaster fails to locate the missing piece of mail he will forward the complaint to the proper officer of the department for investigation or instructions.

Complaints in general affecting the service should likewise be made to the postmaster, but when that course is manifestly improper under the circumstances they should be addressed to the Post Office Department, Washington, D. C. In replying to official communications from the department reference should be made to the initials or numbers indicated on the letter. Not more than one subject should be treated in the same letter.

Complaints from the public relative to the alleged use of the mails for fraudulent purposes and the mailing of obscene and scurrilous matter, lottery matter, liquor, poisons, firearms and explosives should be addressed to the chief post-office inspector, Washington, D. C.

COPYRIGHT.—Matter for copyright deposited with a postmaster for transmission to the register of copyrights, Washington, D. C., will be accepted for mailing free of postage and when requested a receipt therefor will be given on a form furnished by the sender. Such matter, however, may not be sent by registered mail without prepayment of the registry fee.

LOSS OF OR DAMAGE TO ORDINARY MAIL.—There is no provision for the payment of indemnity for the loss of or damage to mail not insured, sent C. O. D., or registered except that made for foreign ordinary parcels dispatched under the terms of the Pan American Parcel Post Convention.

NATIONAL HOLIDAYS.—Postmasters may observe as holidays the seven national holidays mentioned below:

New Year's Day—January 1.
Washington's Birthday—February 22.
Memorial Day—May 30.
Independence Day—July 4.
The first Monday in September, known as Labor Day.
The last Thursday in November, known as Thanksgiving Day.
Christmas Day—December 25.

On such days post offices are kept open such length of time as may be necessary to meet the reasonable postal requirements of the public. Mails must be made up and dispatched on such holidays as on other week days, and special-delivery matter must be delivered.

SUSPENSION OF BUSINESS IN CERTAIN CASES—LOCAL AND STATE HOLIDAYS.—Whenever there is a total suspension of business in a State, city, or town, or whenever there is a substantial suspension of business so that the requirements and demand upon the Postal Service on the part of the patrons are very materially reduced, a postmaster may curtail and reduce the service of the office to an extent reasonably commensurate with such suspension of general business; provided always that the Postal Service at all places shall be adequate to meet the reasonable requirements of the public on such days.

This is not intended as adopting or sanctioning the observance of State holidays, as such, because the department has no legal power to do that; but is intended rather to allow postmasters discretionary authority to reduce postal service to the extent of the public requirements on such days, and other days when general business is suspended.

ADDRESSES AND TESTIMONIALS.—Postmasters and all post-office employees are forbidden to furnish the names of

persons receiving mail at their offices or information as to the addresses, character, or standing of patrons. It is not the practice of the department to furnish such information.

CORRECTION OF MAILING LISTS.—Postmasters may correct bona fide mailing lists of individuals or concerns conducting any legitimate business, at a cost of 65 cents per hour for the time actually consumed. (For details see the postmaster.)

CHANGE OF ADDRESS.—Any person changing his residence or place of business should immediately notify his postmaster or letter carrier of his new address, in order that his mail may be promptly forwarded. Card forms for this purpose will be supplied upon application to the postmaster or letter carrier. A post card or a letter addressed to the postmaster advising as to change of address may also be used.

REWARDS.—Rewards will be paid for the detection, arrest, and conviction of post-office burglars, robbers, and highway mail robbers. Applications for rewards and inquiries relating to them should be addressed to the Chief Inspector, Post Office Department.

LETTER BOXES.—The willful injury or destruction of any letter box or other receptacle authorized by the Postmaster General for the receipt or delivery of mail matter, or the willful theft, destruction, or defacement of any matter contained in such box or receptacle, is a penal offense, for which the offender is liable to a fine of not more than $1,000, or imprisonment for not more than three years.

POST-OFFICE LOBBIES.—Notices for private advertising purposes may not be placed in post-office lobbies.

POSTAGE STAMPS

DENOMINATIONS.—Ordinary postage stamps are issued in the following denominations: ½, 1, 1½, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 20, 25, 30, and 50 cent; 1, 2, and 5 dollar; special delivery stamps, 10, 15, and 20 cent; special handling stamps, 10, 15 and 20 cent; air-mail stamps, 5, 10, 15, and 20 cent.

VARIETIES ON SALE.—Only the kinds and denominations of stamps and other postage-stamped paper for which there is demand are kept on sale at the smaller post offices.

SOLD BY POSTMASTERS ONLY.—No postage-stamped paper is sold by the department direct; it must be bought through postmasters.

BOOKS OF 1 AND 2 CENT STAMPS, interleaved with paraffin paper, are on sale at post offices at the following prices:

	Cents
24 one-cent stamps	25
96 one-cent stamps	97
24 one-cent and 24 two-cent stamps	73
12 two-cent stamps	25
24 two-cent stamps	49
48 two-cent stamps	97

STAMPS ARE ISSUED IN COILS of 500, 1,000, and 3,000 for use in stamp-vending and affixing machines.

SPECIAL-DELIVERY STAMPS secure prompt delivery of mail.

SPECIAL-HANDLING STAMPS provide for the first class handling of parcel-post mail.

GOOD FOR POSTAGE.—All postage stamps issued by the United States since 1860 are good for postage in the United States, Guam, Hawaii, Porto Rico, Tutuila, and the Virgin Islands of the United States, but not in the Canal Zone or the Philippine Islands, except that embossed stamped envelopes, single postal cards, and the reply half of double postal cards of the United States are valid for postage in the Philippine Islands when addressed to the United States. Postage stamps of the Canal Zone or Philippine Islands are not good for postage in the United States except that embossed stamped envelopes, single postal cards, and the reply half of double postal cards of the Philippine Islands, are valid for postage in the United States when addressed to the Philippine Islands.

NOT GOOD FOR POSTAGE.—Postage-due, special-delivery, and special handling stamps, mutilated or defaced stamps, internal-revenue stamps, and stamps cut from postal cards, embossed stamped envelopes, or newspaper wrappers are not good for postage.

POSTAGE-DUE STAMPS are used by postmasters to witness the collection of postage on short-paid matter, and are not sold to the public.

NOT REDEEMABLE OR EXCHANGEABLE.—Postage stamps are not redeemable from the public. Nor may they be exchanged, unless inadvertently sold in damaged condition or purchased in wrong denomination, and then only when presented at the post office by the original purchaser within two business days after the purchase.

PERFORATING OF STAMPS.—For the purpose of identification only, and not for advertising, postage stamps may be punctured or perforated with letters, numerals, or other marks or devices, but the puncture or perforations shall not exceed $\frac{1}{32}$ inch in diameter and the whole space occupied by the identification device shall not exceed ½ inch square.

PHILATELIC AGENCY.—The current and many discontinued issues of postage stamps desired for collection purposes may be obtained at face value by applying to the philatelic agent, Division of Stamps, Post Office Department, Washington, D. C., in person or by mail. No old and rare stamps are on sale. A list showing available stock will be sent upon application. Remittances should be made by postal money order or registered letter and must include return postage and registry fee. Personal checks will not be accepted unless certified.

RARE AND CANCELED STAMPS.—The Post Office Department does not purchase canceled postage stamps; nor can it furnish information as to the philatelic value of rare stamps.

REMITTANCES.—Postage stamps should not be used in making remittances. Ample registry and money-order facili-

ties are provided for the safe transmission of money by mail.

CURRENCY.—Postmasters are not required to accept in payment for postage stamps, etc., any currency which is so mutilated as to be uncurrent or as to render its genuineness doubtful; nor are they required to receive more than 25 cents in copper or nickel coins in any one payment. Postmasters are expected to make change whenever possible, but are not permitted to give credit for postage.

STAMPED ENVELOPES

DENOMINATIONS AND SIZES.—The department issues six different sizes of stamped envelopes—the smallest 3½ by 6⅛, the largest 4⅜ by 10⅛ inches—in two grades and three colors of paper, as follows: Extra quality and standard quality, white, blue, and amber. The denominations are 1, 1½, 2, 4, and 5 cent. (See list on p. 57.)

STAMPED NEWSPAPER WRAPPERS of manila paper are issued in 1 and 1½ cent denominations, size 5½ by 10½ inches, and in 2-cent denomination, size 8 by 12 inches.

RETURN CARD.—When stamped envelopes are purchased in lots of 500 or its multiple, of a single size, quality, and denomination, the department will, upon request through the purchaser's post office, print his return card. Such cards are not printed on newspaper wrappers or postal cards.

The return card on stamped envelopes secures the return of undeliverable letters to the sender.

NO ADVERTISEMENT will be printed on stamped envelopes by the department, but names indicating or incidentally disclosing the nature of the purchaser's business or vocation will be printed on them, if such name is used under corporate charter, copartnership agreement, or other articles of organization so designating the concern, or is the name under which the purchaser is actually doing business with the public.

The name and title of an officer of a firm, corporation, institution, association, or society will be printed when so desired; for example, "Joe Doe, Treasurer, Washington Educational Association." Such titles as "M. D.," "D. D. S.," "Rev.," "LL. D.," etc., will be printed when they are clearly for purposes of identification and not for advertisement.

REDEMPTION.—Uncanceled and spoiled stamped envelopes presented in a substantially whole condition will be redeemed by postmasters at their face value only in postage stamps, stamped envelopes, or postal cards; but stamped envelopes bearing a printed return card or address will be redeemed only from the original purchaser. Stamped envelopes and newspaper wrappers which bear no printing indicating the original purchaser may be redeemed when presented by any responsible person.

LIST OF STAMPED ENVELOPES

Size	Dimensions (in inches)	Denomination and color
No. 5	3½ x 6 5/16	1-cent, white, blue, or amber.
		1½-cent, white, blue, or amber.
		2-cent, white, blue, or amber.
		5-cent, white, blue, or amber.
No. 13	3¾ x 6¾	1-cent, white, blue, or amber.
		1½-cent, white, blue, or amber.
		2-cent, white, blue, or amber.
No. 6	3⅝ x 8⅝	2-cent, white, blue, or amber.
No. 7	3⅞ x 8⅞	2-cent, white, blue, or amber.
		4-cent, white, blue, or amber.
No. 8	4⅛ x 9½	1-cent, white, blue, or amber.
		1½-cent, white, blue, or amber.
		2-cent, white, blue, or amber.
		4-cent, white, blue, or amber.
		5-cent, white, blue, or amber.
No. 9	4⅜ x 10⅛	2-cent, white, blue, or amber.
		4-cent, white, blue, or amber.

PUBLICATIONS FOR SALE

OFFICIAL POSTAL GUIDE, issued annually, contains postal information of interest to the public, instructions to postal employees, rulings of the department, lists of post offices arranged by States, alphabetically, and by counties; also a list classified as to salaries of postmasters, and a list of offices discontinued during the previous three years. The State list of the Postal Guide shows the unit numbers to be used in conjunction with the zone key for ascertaining zones in making parcel-post shipments and is so arranged that the zone numbers may be easily inserted. Cloth bound, $1 per copy. A zone key is furnished to each purchaser of the Guide.

SUPPLEMENTS, issued monthly, except in July, contain changes regarding the Postal Service and keep the annual edition up to date. Eleven pamphlets, 50 cents. The Guide and supplements may be consulted at any post office.

POSTAL LAWS AND REGULATIONS contains laws and regulations governing the Postal Service and employees. A copy may be consulted at any post office. Price, $1 per copy. Those interested in securing amendments thereto should send their names and addresses to the Superintendent of Documents, Government Printing Office, who will advise them as the sets are published and also the price thereof.

POSTAL BULLETIN, issued daily, except Sundays and holidays, contains current orders, instructions, and information relating to the Postal Service. Price, $2 per annum.

Remittances covering subscriptions to the above-listed publications should be made payable and addressed to the Superintendent of Documents, Government Printing Office, Washington, D. C.

RURAL DELIVERY MAPS of many counties in the United States on a scale of about 1 inch to the mile. These maps show public roads, rural delivery routes, post offices, houses, schoolhouses, churches, and streams. List showing counties for which maps have been completed furnished by disbursing clerk, Post Office Department, upon request. Negative prints of maps sold at 50 cents per copy, and all orders and remittances therefor should be forwarded direct and made payable to the disbursing clerk, Post Office Department.

POST ROUTE MAPS of all States, Alaska, and insular possessions show all post offices, railroads carrying mail, counties, county seats, etc. Price list furnished on request by the disbursing clerk, Post Office Department, Washington, D. C.

ALL REMITTANCES TO THE GOVERNMENT should be made by money order. Currency is sent at sender's risk. Postage stamps, foreign money, defaced or smooth coin will not be accepted.

SPECIAL SERVICES

MONEY-ORDER SYSTEM

ADVANTAGES.—The postal money-order system offers to the public a safe, cheap, and convenient method of making remittances by mail to all parts of the United States and its possessions, as well as foreign countries. The practice of forwarding currency in ordinary mail is an incitement to theft. In case of train wreck also, or of other casualty incident to transportation, money may be destroyed or otherwise lost. But a money order, though lost, may be duplicated from the record of its issue. The public, therefore, is urged to use the postal money-order system. Postal money orders, in short, should be used whenever available instead of cash for remittances by mail and when such orders can not be obtained the letter containing the money should always be registered. Money-order business is transacted at all post offices where practicable.

APPLICATION FOR A MONEY ORDER must be made on a form furnished for that purpose and be presented at the money-order window of the post office or one of its stations. Money orders are issued for any desired amount from 1 cent to $100, and when a larger sum than $100 is to be sent any number of additional orders may be obtained. Applications may be made through rural carriers, who will furnish the necessary forms and give receipts for the amounts.

INTERNATIONAL MONEY ORDERS, payable in almost any part of the world, may be obtained at all of the larger post offices and at many of the smaller ones. Information concerning such orders may be ascertained upon inquiry at the post office.

FEES FOR DOMESTIC MONEY ORDERS payable in the United States, including Guam, Hawaii, Porto Rico, United States Virgin Islands, and Tutuila (Samoa); also for orders payable in Antigua, Bahamas, Barbados, Bermuda, British Guiana, British Honduras, British Virgin Islands, Canada, Canal Zone, Cuba, Dominica, Grenada, Jamaica, Montserrat, Nevis, Newfoundland, Philippine Islands, St. Kitts, St. Lucia, St. Vincent, and Trinidad and Tobago:

For orders—	Cents
From $0.01 to $2.50	5
From $2.51 to $5.00	7
From $5.01 to $10.00	10
From $10.01 to $20.00	12
From $20.01 to $40.00	15
From $40.01 to $60.00	18
From $60.01 to $80.00	20
From $80.01 to $100.00	22

PAYMENT.—A money order will be paid to the person named therein, or his indorsee, or his agent or attorney upon his written order. Domestic money orders issued in the continental United States, excepting Alaska, will be paid at any money-order office in the continental United States, excepting Alaska, if presented within 30 days following the date of issue. Thereafter payment will be made only at the office drawn on. A domestic order which has not been paid within one year from the last day of the month of its issue is invalid, but the owner may secure payment of the amount by making application to the Post Office Department through the postmaster at any money-order office.

A money order drawn in favor of a person residing on a rural route may be paid through the carrier if intrusted to him for collection, with a written request addressed to the postmaster that payment be so made.

REPAYMENT.—A domestic order may be repaid at the office of issue within one year from the last day of the month of its issue. Repayment of the amount of an international order may be effected after the consent of the country drawn on has been obtained.

IDENTIFICATION.—The person presenting a money order for payment, or making inquiry relative thereto, will, if unknown, be required to prove his identity before payment will be made or information concerning the order will be given.

INDORSEMENTS.—More than one indorsement on a money order is prohibited; but additional signatures may be affixed for the purpose of identifying the payee or indorsee, or of guaranteeing his signature.

LOST ORDERS.—When a domestic money order has been lost, the owner may, upon application to the postmaster at any money-order office, obtain a duplicate, to be issued in its stead, within one year from the last day of the month of issue.

POSTAL SAVINGS SYSTEM

PURPOSE.—The United States Government accepts interest-bearing postal savings deposits from the public and guarantees to repay them on demand.

WHO MAY DEPOSIT.—Any person 10 years old or over may open a postal savings account in his or her own name by depositing one or more dollars in any post office authorized to accept postal savings deposits. No person may at the same time have more than one account either at the same office or at different offices. The account of a married person is free from any control or interference by the husband or wife. Post-office employees are forbidden to give any information concerning an account to any person except the depositor.

AMOUNT THAT MAY BE DEPOSITED.—A person may deposit any number of dollars, and at any time, until the balance to his credit amounts to $2,500, exclusive of accumulated interest.

OPENING ACCOUNTS.—A person desiring to open a postal savings account should apply at the post office, where full instructions will be given. If for any good reason an intending depositor can not apply at the post office, a representative may be sent, who will be instructed how to proceed. A person residiug at a post office not authorized to accept postal savings deposits may open an account at a depository office by mail, through his local postmaster, who will give full instructions on application.

DEPOSITS.—After a postal savings account has been opened deposits may be made either in person, by a representative, by money order, or by registered mail. Postal savings deposits are acknowledged by postal savings certicates, which are made out in the name of the depositor and serve as receipts. The certificates are not negotiable or transferable. If certificates are lost, stolen, or destroyed, new certificates will be issued.

WITHDRAWALS.—A depositor may at any time withdraw all or any part of his postal savings deposits, upon demand, from the post office where the deposits were made. Withdrawals may be made in person, through a representative, or by mail.

INTEREST.—Interest accumulates at the rate of 2 per cent for each full year as long as a certificate is outstanding. It accumulates for a broken, or partial, year at the rate of one-half per cent for each full quarter.

TRANSFER OF ACCOUNTS.—An account may be transferred without cost or loss of interest to any postal-savings depository to which the depositor will move or has moved.

POSTAL SAVINGS CARDS AND STAMPS.—Amounts less than $1 may be saved by purchasing postal savings stamps at 10 cents each. A savings card with 10 savings stamps affixed will be accepted as a deposit of $1 either in opening a postal savings account or in adding to an existing account, or it may be redeemed in cash.

POSTAL SAVINGS BONDS.—A depositor may exchange the whole or a part of his deposits for registered or coupon United States postal savings bonds, bearing 2½ per cent interest, issued in denominations of $20, $100, and $500. When bonds are issued in exchange for postal savings deposits the balance to the credit of the depositor is reduced accordingly, and he may make further deposits until his account reaches $2,500. A circular on postal savings bonds may be had at any depository post office.

INFORMATION.—If further information about the Postal Savings System is desired it may be obtained by applying at any post office or by addressing the Director, Postal Savings System, Washington, D. C.

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Air Mail Saves Time

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Postage Only 5c For First Ounce

10c For Each Additional Ounce

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Postal Savings System

The United States Postal Savings System is a valuable aid in the practice of economy and thrift. See pages 60 and 61.

Money Order System

Use postal money orders instead of cash for sending money by mail. Money may be sent with safety by this means to all parts of the United States and its possessions and to most foreign countries.

Parcel Post

The Domestic Parcel Post System offers a convenient and efficient means of transmitting parcels of merchandise, including farm and factory products, to any post office in the United States or its possessions. Low postage charges based on the service rendered are provided. The rates to near-by zones are particularly advantageous.

Insured and C. O. D.—Third and fourth class parcels may be insured against loss or damage for a small fee. Such parcels (as well as any class of domestic mail which is sealed against postal inspection and bears first-class postage) may be sent C. O. D., in which event they are automatically insured.

Foreign Parcel Post.—Merchandise may be sent by foreign parcel post to almost every country of the world at low cost.

Registry System

All valuable letters and packages for which special protection is desired should be registered.

Registered C. O. D.—Domestic collect-on-delivery mail sealed against inspection and bearing postage at the first-class rate may be registered.

The Registry System provides special safeguards and careful delivery. A receipt showing delivery is furnished when requested by the sender upon payment of the fee of 3 cents.

Limited indemnity is paid in case of loss, damage, or rifling of domestic registered mail, and for the total loss of foreign registered mail except parcel-post matter. The limit of indemnity payable for domestic registered mail is $1,000.

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